Montana State Library

Records Digitization Project

COVER SHEET

This page is not part of the original document and was inserted for formatting purposes

S
28.3
13rac
-1
Dec 80

PLEASE RETURN
MONTANA STATE LIBRARY
FEB 2 1981
MONTANA STATE LIBRARY
930 E Lyndale Ave
Helena, Montana 59620

Administrative Code Committee Biennial Report to the 47th Legislature

December 1980

MONTANA LEGISLATIVE COUNCIL
Room 138
State Capitol
Helena, Montana 59620
(406) 449-3064

Montana State Library
3 0864 1004 4177 6

ADMINISTRATIVE CODE COMMITTEE

BIENNIAL REPORT

TO THE

FORTY-SEVENTH LEGISLATURE

December 1980

Published By
MONTANA LEGISLATIVE COUNCIL
State Capitol
Helena, Montana 59620

MEMBERSHIP OF

ADMINISTRATIVE CODE COMMITTEE

Representative Jack Ramirez, Chairman

Senator Richard Smith, Vice Chairman

Senators:

William Lowe

Richard Smith

Robert Peterson

Pete Story

Representatives:

Hal Harper

Jack Ramirez

Les Hirsch

Chris Stobie

TABLE OF CONTENTS

Page

HISTORY, FUNCTION, AND ACTIVITIES OF THE ADMINISTRATIVE CODE COMMITTEE 1

THE NEED FOR THE MONTANA ADMINISTRATIVE PROCEDURE ACT AND LEGISLATIVE OVERSIGHT OF ADMINISTRATIVE RULEMAKING 4

REVIEW OF AGENCY RULES 7

PROBLEMS REQUIRING LEGISLATIVE SOLUTIONS 15

REPORT ON GOVERNMENT PAPERWORK STUDY 23

APPENDICES:

A: SURVEY OF METHODS OF ADMINISTRATIVE RULE REVIEW; OTHER CHECKS ON PROMULGATION OF ADMINISTRATIVE RULES; PRESUMPTIONS OF NEGATIVE LEGISLATIVE INTENT TO BE MADE FROM ITS FAILURE TO PASS A BILL.

B: A BILL FOR AN ACT ENTITLED: "AN ACT TO GENERALLY REVISE AND CLARIFY THE LAWS RELATING TO ADMINISTRATIVE RULEMAKING; TO REQUIRE THE REPORTING OF JUDICIAL CASES TO THE ADMINISTRATIVE CODE COMMITTEE; AND TO PROVIDE FOR ENFORCEMENT OF AGENCY DUTIES BY THE COMMITTEE; AMENDING SECTIONS 2-4-302, 2-4-305, 2-4-314, 2-4-402, AND 2-4-412, MCA.

C: A BILL FOR AN ACT ENTITLED: "AN ACT TO AMEND SECTION 2-4-307, MCA, RELATING TO OMISSIONS FROM THE ADMINISTRATIVE RULES OF MONTANA OR THE MONTANA ADMINISTRATIVE REGISTER."

D: A BILL FOR AN ACT ENTITLED: "AN ACT TO AMEND SECTIONS 2-4-305 AND 2-4-405, MCA, RELATING TO ECONOMIC IMPACT STATEMENTS FOR STATE AGENCY RULEMAKING AND REQUIREMENTS FOR ADOPTION OF AGENCY RULES."

APPENDICES (con't.)

E: A BILL FOR AN ACT ENTITLED: "AN ACT TO SUBMIT TO THE QUALIFIED ELECTORS OF MONTANA AN AMENDMENT TO ARTICLE V, CREATING SECTION 15, OF THE MONTANA CONSTITUTION TO PROVIDE FOR SUSPENSION OF ADMINISTRATIVE AGENCY RULES BY A POLL OF THE LEGISLATURE."

F: A BILL FOR AN ACT ENTITLED: "AN ACT TO AMEND SECTION 2-4-412, MCA, RELATING TO LEGISLATIVE REVIEW OF RULES."

G: CH. 210, L. 1979

H. EXECUTIVE BRANCH PUBLIC FORMS SURVEY

ADMINISTRATIVE CODE COMMITTEE BIENNIAL REPORT TO THE FORTY-SEVENTH LEGISLATURE

December 1980

PART I

History, Function, and Activities of the Administrative Code Committee

The Administrative Code Committee is a permanent joint committee of the Montana Legislature, established in 1975 by Title 5, Ch. 14, part 1, MCA. The committee consists of four members of both the House and the Senate appointed in the same manner as standing committees. The chairman of the Administrative Code Committee is selected by the committee members. During the biennium covered by this report, the staff of the committee consisted of one attorney, employed by the Legislative Council, who devoted approximately one half of his time to committee business. Six other staff lawyers and a secretary employed by the council also provided services to the committee on a part-time basis, reviewing rules of administrative agencies and performing clerical tasks. Meetings of the Administrative Code Committee were held every four to six weeks, or as often as necessary.

The purpose of the Administrative Code Committee, as reflected in the statutes defining its powers and duties, is to review rules proposed and adopted by administrative agencies and filed with the Office of the Secretary of State under the provisions of the Montana Administrative Procedure Act (MAPA) and to generally oversee compliance with the requirements of MAPA. While this authority includes the ability to oversee compliance with those parts of Title 2, Ch. 4, MCA, concerning contested case procedure and judicial review of contested cases, by far the largest amount of the committee's time over the biennium has been devoted to aspects of the rulemaking process itself. The committee believes this emphasis is appropriate for not only are the contested case procedures somewhat beyond the authority of the committee (with the exception of the recommended amendments to statutes) but it has been the intention of the committee to serve both as a body to provide routine review of executive agency rules and as a forum to which persons with complaints concerning executive rules and executive agency action founded on those rules may turn for less expensive and more timely solutions than legal challenges to agency authority. For this reason, the committee has sought to publicize its functions in the Montana Administrative Register and in rulemaking hearings.[1]

---

[1]See Part IV, paragraph 5 of this report.

Since publication of the committee's Biennial Report to the Forty-Sixth Legislature in November of 1978, the committee has held sixteen meetings to review rules contained in the Montana Administrative Register and to hear testimony on specific topics. A schedule of committee meetings and a summary of the matters discussed follows:

Meeting Date	Meeting Topics
January 15, 1979	Review of 1978 MAR Issues 16, 17, and 18 and 1979 Issue 1; testimony on Department of Labor rules regulating private employment agencies; consideration of Board of Real Estate rules adopted over committee objection; staff report on monitoring agency compliance with committee suggestions; review of drafts contained in supplement to biennial report.
April 12, 1979	Election of committee chairman and vice-chairman; review of 1979 MAR Issues 2 through 7; discussion of government paperwork study.
June 8, 1979	Review of 1979 MAR Issues 8, 9, and 10; consideration of staff report on recodification of ARM; discussion of government paperwork study.
July 27, 1979	Review of 1979 MAR Issues 11, 12, 13, and 14; consideration of staff reports on government paperwork study, model rules, emergency rules, and recodification of ARM; discussion of solid waste disposal rules applicable to small counties.
September 28, 1979	Review of 1979 MAR Issues 15, 16, 17, and 18; consideration of staff reports on government paperwork study and recodification of ARM; discussion of economic impact of Department of Fish, Wildlife, and Parks pipeline policy.
November 2, 1979	Review of 1979 MAR Issues 19 and 20; discussion of Department of Administration's proposed rule on temporary electrical connections; consideration of staff report on solid waste disposal rules and government paperwork study.
January 11, 1980	Review of 1979 MAR Issues 21 through 24; review of government paperwork study reports received from state agencies; discussion of subscription fee for the Montana Administrative Register and Administrative Rules of Montana.

February 27, 1989	Review of 1980 MAR Issues 1, 2, and 3; consideration of testimony regarding tax assessment rules; consideration of testimony from the Board of Milk Control regarding validity of rules previously adopted; consideration of testimony from the Board of Pharmacy regarding pharmacy certification procedure and fees; consideration of testimony from the Montana Petroleum Association and the Department of Fish, Wildlife, and Parks regarding the department's proposed pipeline policy; discussion of the government paperwork study; discussion of solid waste regulations; consideration of request to attorney general to amend model rules; discussion of list of possible legislation.
March 24-25, 1980	Review of 1980 MAR Issue 5; discussion of solid waste disposal rules; review list of possible legislation; discussion of government paperwork study.
April 22, 1980	Review of 1980 MAR Issues 6 and 7; discussion of agency regulations adopted by reference; visits to state agencies regarding government paperwork study.
June 13, 1980	Review of 1980 MAR Issues 8, 9, 10, and 11; consideration of testimony from the Montana Chamber of Commerce concerning economic impact statement on ambient air quality standards; discussion of government paperwork study; consideration of presentation by Congressman Ron Marlenee and the Department of Health and Environmental Sciences on solid waste regulations.
June 26, 1980	Consideration of request by the Montana Chamber of Commerce for an economic impact statement on amendments to the Montana ambient air quality regulations; discussion of government paperwork study.
July 15, 1980	Review of 1980 MAR Issue 12; consideration of information relating to the economic impacts of proposed amendments to the Montana ambient air quality standards; review of legal authority for highway department regulations; discussion of government paperwork study.
August 26, 1980	Review of 1980 MAR Issues 13, 14, and 15; discussion of adoption of amendments to the Montana Ambient Air Quality Standards; information relating to study by the Environmental Quality Council; testimony from executive agencies relating to government paperwork and forms.

October 16, 1980	Review of 1980 MAR Issues 16, 17, and 18; consideration of testimony by the Montana Taxpayers Association regarding rules of the Office of Public Instruction; consideration of staff memorandum relating to an investigation of the adoption of the Montana Ambient Air Quality Standards by the Environmental Quality Council; discussion of committee reaction to denial of the committee's petition for rehearing by the Board of Health and Environmental Sciences; testimony by Legislative Auditor's Office regarding government forms; consideration of possible amendments to the Montana Administrative Procedure Act.
November 19, 1980	Review of 1980 MAR Issues 19 and 20; review and discussion of staff memorandum; review of bill drafts; consideration of presentation by the Secretary of State's Office regarding the Montana Administrative Procedure Act and fees charged for the Montana Administrative Register and Administrative Rules of Montana; discussion of committee report.
December 11, 1980	Review of 1980 MAR Issues 21 and 22; consideration of final bill drafts; review of proposed committee report to the Forty-Seventh Legislature.

PART II

The Need for the Montana Administrative Procedure Act and Legislative Oversight of Administrative Rulemaking

In Montana, as in most states, the state constitution provides that the lawmaking function is a function of the legislature and declares that certain procedures must be used in order to enact laws.[2] However, since the early history of the state it has also been a recognized principle of law that the legislature may delegate its power to enact a type of law to the executive department, comprised of agencies that are themselves created by the legislature.[3] This system of the delegation of legislative authority to enact rules binding as law has its support not only in law but also in reason, for the legislature, being a part-time body and lacking expertise in the many varied purposes of state government, cannot itself have

---

[2]Article V, §1, Montana Constitution; Article V, §11, Montana Constitution.

[3]See, e.g., Chicago, M. & St. P. RY. Co. v. Board of Railroad Comm'rs, 76 Mont. 305, 247 P. 162 (1926).

the time, knowledge, and resources to administer the many detailed provisions of the law it enacts. A reading of the Montana Administrative Procedure Act shows that like other state administrative procedure acts, the Montana Act sets forth numerous procedural requirements not only for the adoption of regulations but also for the conduct of administrative factfinding hearings and judicial review of agency factual determinations.

By the definitions contained in the Montana Administrative Procedure Act, the Act, and the rulemaking procedure required by it, applies to most state agencies.[4] By the application of the Act and the rulemaking proceedings contained in the Act to such a broad range of government agencies and functions, one purpose and effect of the Montana Administrative Procedure Act has been to regularize the procedures of many of the departments, boards, and commissions falling within the application of the Act. Thus, by its application the Act has standardized many functions of administrative agencies, the most important of which may be the rulemaking function delegated by the legislature. As a result of the Administrative Procedure Act, persons doing business with state agencies are no longer forced to obtain information and copies of agency rules only from the agency themselves, no longer have to distinguish between the many different forms and styles of separate agency regulations, and no longer have to take the chance that an agency may have adopted rules in a manner unknown and undiscoverable by the general public. Much good has therfore resulted from the provisions of the Act applying uniformly to many state agencies. The purpose and effect of the Act, however, has sometimes been misconstrued. As the committee noted in an earlier report to the legislature,[5] The Administrative Procedure Act has sometimes been blamed for the proliferation of executive agency rules and its repeal has sometimes been advocated as the cure to prevent the adoption of those rules. But as the committee also noted in its previous report, the Administrative Procedure Act does not in itself grant rulemaking authority to state agencies and a section of the Act now plainly so states.[6] Rulemaking authority

---

[4] 2-4-102(2) and 2-3-102, MCA.

[5] Report of the Administrative Code Committee to the Forty-Fifth Montana Legislature (December 1976, p. 5).

[6] The 1976 Report of the Administrative Code Committee to the Forty-Fifth Legislature reads in part:

> ...the committee has noted a widespread misunderstanding that the APA is the cause of rules. To clear up any confusion on this issue, the committee has proposed language from the California statutes declaring that the APA can never be used as authority to adopt a substantive rule, and that rule (sic) adopted under authority of another statute must be reasonably necessary to effectuate the purpose of that other statute.

Sec. 2-4-301, MCA, proposed by the Committee in Sec. 11 [con't.]

is instead granted by the Legislature in individual sections of the law scattered throughout the Montana Code Annotated. A typical grant of rulemaking authority, Sec. 37-32-201, MCA, states, with respect to the Board of Cosmetologists, as follows:

> 37-32-201. Rulemaking power. The board may adopt rules in accordance with the Montana Administrative Procedure Act to implement this chapter and to properly regulate this profession.

The number of grants of rulemaking authority may surprise some. Four years ago, the Administrative Code Committee Report listed almost 350 statutory sections delegating authority for agencies to adopt administrative rules and also noted that the total number of statutory sections granting rulemaking authority was probably even higher.[7] As the 1976 committee report also found, the Legislative grants of rulemaking authority that are given are often worded in such a manner as to provide little detail and guidance to executive agencies on the manner in which its rulemaking authority is to be exercised.[8] While this concern has, as mentioned, previously been the subject of committee reports to the Legislature, the findings and cautionary remarks and remedial legislation recommended by previous committees is worth noting because rulemaking grants must of necessity continue to be enacted. By way of a solution to the problem of loosely worded and hastily considered delegations of rulemaking authority, the 1976 report of the Administrative Code Committee recommended, and the 45th Legislature enacted, a bill requiring each house of the Legislature by joint resolution to provide a procedure for the adoption of statements of legislative intent in delegations of rulemaking authority.[9] Chapter 11 of the Joint Rules of the Legislature and the resulting statements of legislative intent have been used successfully by the committee in arresting unwanted agency rulemaking.[10]

---

of LC 0126/01 and adopted by the Legislature as Sec. 9, Ch. 285, L. 1977 provides as follows:

> (1) Except as provided in part 2 (which applies only to organizational and procedural rules), nothing in this chapter confers authority upon or augments the authority of any agency to adopt, administer, or enforce any rule.

[7]Report of the Administrative Code Committee to the 45th Montana Legislature (December 1976), pp. 5-7.

[8]Id, p. 9.

[9]Ch. 560, L. 1977; Title 5, Ch. 4, MCA.

[10]For example, rules originally proposed by the Board of Dentists provided for the submission by licensing applicants of several items also included in the statute authorizing [con't.]

As a result of the continuing concern of the committee over the optimum methods of specifiying legislative content and controlling the rulemaking function of state agencies, the committee's staff through the aid of a summer intern undertook a state-by-state statutory search of the methods used by other states to regulate agency rulemaking. A summary of the staff findings have been included along with this report (see, Appendix A).

Following a review of the methods used in other states to control agency rulemaking and a review of constitutional obstacles to committees and legislative suspension of rules, the committee determined to recommend to the Legislature the adoption and referral of a constitutional amendment. The proposed amendment would establish a procedure by which the Committee could poll the legislators to decide the issue of suspension of a rule (see Part V, Interim Suspension of Administrative Rules by the Legislature, page 25).

Statements of legislative intent, suspension or repeal of agency regulations and similar "mechanical" devices, while certainly helpful, cannot be relied upon in all instances to assure a legal implemenation of legislative intention by the agency, much less the "best", most practical, or least expensive implemenation of legislation will. Whether by oversight, inaccurate use of language, the time required for legislative or committee action, or simple inability to foresee possible legal or economic consequences, hindsight must be used and legislative oversight becomes a practical necessity. As the committee believes that few if any administrators would intentionally go beyond legal authority granted, the ability of the committee to go beyond and not be restrained by judicial standards of unreasonableness or arbitrariness in its review process and to recommend alternative solutions within the framework of the legislative grant of authority is a necessary element of legislative oversight.

PART III

Review of Agency Rules

Under 2-4-402, MCA, the committee is required to review "all proposed rules filed with the Secretary of State". The review of rules by the committee has been conducted to determine compliance with statutory guidelines contained in Sec. 2-4-305. Under this section, no rule is effective unless (1) each substantive rule adopted is within the scope of authority conferred by the legislature and in accordance with other statutory standards; (2) the rule is consistent with the statute and reasonably necessary to

---

the rule. The statement of intent, adopted pursuant to Title 5, Ch. 4, MCA, provides that the authorizing statute gives the Board of Dentists the "authority to make rules for application procedures for dentists and hygienists, respectively. It is intended that these rules would cover routine matters not provided for in the statute." On this basis the committee staff objected to the regulations proposed by the Board.

carry out the purpose of the statute, and; (3) it substantially complies with the requirements of the law relating to the procedure for adoption (e.g., notice, hearing and submission of comments on the rule). The committee has also followed its former practice of also reviewing rules to determine compliance with the Secretary of State's Model Rules on Form and Style and, if the agency has adopted the Attorney General's Model Rules, to determine compliance with those model rules as well.

The review procedure used by the committee begins in each instance with a review by a staff lawyer for both substantive and procedural compliance with the statutes and rules noted. If a rulemaking error in any proposed or adopted regulation is discovered, the reviewing lawyer notifies the agency concerned and recommends a solution. If the agency agrees with the staff comments and agrees to implement the proposed remedy, the staff objection and agency response are brought to the attention of the committee for its information. The staff lawyer then conducts a follow-up as necessary to determine subsequent agency compliance. If the agency disagrees with the staff comment or proposed solution and the staff objection is of a substantive nature, the matter is brought to the attention of the committee for the committee's action at the next meeting and the agency is given an opportunity to present its views. The committee then acts by vote or committee concensus on the staff objection and recommendation and the agency is notified of the committee's recommendation or objection. Follow-up is then conducted as necessary to determine agency compliance.

As noted, objections raised by the staff may or may not be brought to the attention of the committee, but generally fall into three major categories: (1) Substantive objections raised by the staff to which the agency disagrees are routinely brought to the attention of the committee for committee action. "Substantive" objections are that the agency lacks statutory authority for the proposed rule, the rule improperly interprets the language of the statute being implemented, the rule is unnecessary to give effect to the statute implemented or that the rule has not been adopted in substantial compliance with the procedural requirements of the Administrative Procedure Act. For the purposes of this review, these objections have been termed "substantive" and a review of those objections made by the committee during the biennium covered by this report has been included below. (2) A second category of objections raised by the staff relates to such matters as any improper citation to the authorizing statute or the statute being implemented (although both such statutes may in fact exist) improper repetition of statutory language in rules, ambiguous language and weak rationale for the rule. Objections of this type raised by the staff may be brought to the committee's attention if the agency disagrees with the objection or recommendation of the staff depending upon the severity of the violation and the nature of the agency response. (3) A third category, including such matters as grammatical errors, spelling and typing errors, etc., are usually brought to the attention of the agency only so that they may be corrected but are hardly ever brought to the attention of the committee for any purpose.

In the great majority of cases in which staff objections were raised to rulemaking errors the agencies have agreed and remedied the staff objection by canceling the rulemaking proceeding altogether, canceling the rulemaking proceeding and rule objected to and renoticing the rule in a different form, by amending the proposed rule in the subsequent notice of adoption, or by correcting minor errors in the ARM replacement pages. In most cases too of committee objections, the agencies involved responded positively to the committee objection. While agencies occasionally disagreed strenuously with staff objections, in no case did the agency refuse to respond to committee objections. For this reason the committee has not recommended to the legislature the repeal of any agency rule. In the course of reviewing agency rules for substantive and procedural compliance, the committee often heard testimony from agency personnel and others on matters suggesting legislative action. Some of these matters concerned the scope and exercise of agency rulemaking authority while others dealt with potential amendments to statutory authority generally. Because the committee is concerned that it lacks the statutory authority to implement any of these necessary changes as a committee, other than by appropriate amendment to the Administrative Procedure Act, the subjects for possible legislation were placed on a continuing list by the committee and forwarded to the chairman of the Legislative Council for inclusion in the Council's "suggested legislation" file.

As previously noted, the response of administrative agencies to objections raised by the staff was agreement with the staff objection and agreement to take corrective action. In relationship to the number of rules reviewed by the committee's staff, only a limited number of objections raised by the staff were recommended to the committee for action by the committee. Listed below are the substance of those rules objected to by the committee (preceded by the number of the MAR Notice of Proposed Rulemaking or, in the case of adopted rules, the rule number itself), the committee objection and, in some instances, a summary of the agency response.

Substantive Committee Objections and Agency Responses
November, 1978 - December, 1979

1. MAR 40-3-46-15. Board of Horse Racing. Track tote fee. The Board proposed to adopt a "track tote fee" which did not fit within the Board's authority under Sec. 23-4-304 to require a parimutuel operator to pay one percent of the gross receipts of each days betting to the board. The committee objected to the proposed rule and the board has agreed not to adopt it.

2. MAR 40-3-62-9. Board of Nursing. Nursing schools -- strike activities. The Board proposes a rule requiring that faculty and students of a nursing school must remain neutral as to strike activities at a hospital which is used for nursing clinical training. The committee objected to the rule because there was a lack of statutory authority for the board to become involved in collective bargaining and strike activities, constituting interference with the personal politics of students and faculty at a nursing school.

3. MAR 16-2-107. Department of Health and Environmental Sciences. Food service establishments. The department proposes to adopt a new rule on food service establishments which would allow the department to suspend the license of an establishment without a hearing prior to the suspension. This proposal is not only beyond the bounds of the department's rulemaking authority but is a contradiction with existing law, that being Sec. 50-50-211, MCA. This section specifically requires written notice and a hearing prior to the denial or cancellation of a license to operate a food service establishment, even if that establishment constitutes a substantial nuisance or a hazard to public health. The committee recommended to the department that the provisions relating to summary closure should be deleted from the rule and the department agreed to do so.

4. MAR 18-2-21. Department of Highways. Special permits for size and weight over statutory limits. The department proposes an amendment to provide for single trip permits for trucks and trailers over ten feet wide to allow permits to be issued for those trucks and trailers up to ten feet wide. Authority for the rules is strongly implied but there is no express authority for the rule as required by 2-4-102(1)(a). The committee objected to the department's lack of authority and asked the department to introduce legislation in the next legislature giving itself explicit statutory authority for granting excess size and weight permits. The department has agreed to do so.

5. MAR 42-2-119. Department of Revenue. Property valuation. The department proposes to implement the 1977 Legislature's decision to assess property on its market value by defining market value as replacement cost minus depreciation. For this purposes, the department proposes to use schedules of "trending factors" which take into account both depreciation and inflation increase in the replacement cost of the item being taxed. In some instances the department proposes to use a national guideline as to market value (such as a Blue Book), but in those instances when a national guideline is not available the department proposes to use a schedule of "trending factors" adopted by the department. The questionable aspect of the rule is that even though the department intends to use a schedule of trending factors, that schedule has not been proposed to be adopted as a rule. The committee objected to the proposed rule and recommend to the department that it include in the rule either the schedule itself or an explanation of how it intended to use the schedule. The department has agreed to publish the schedule in the rule.

6. MAR 40-3-26-1. Board of Chiropractors. Educational requirements, examinations, license renewal. The board proposed a rule to allow revocation of a chiropractor's license for noncompliance with the continuing education requirments. None of the statutory authority of the board required continuing education as a precondition to retention of a license, but is applied at the time of renewal, and that at the time of renewal no affirmative action by the board is required when the continuing education requirement is not complied with. Therefore, the provision is superfluous.

The rule also seems to imply that the board can revoke a license for lack of compliance with the continuing education requirement before the expiration of the license. This implication represents an excess of statutory authority and on these grounds the committee objected to the proposed rule of the board.

7. MAR 40-3-66-14. Board of Nursing Home Administrators. Fees. The board proposes to adopt a $100 examination fee. Sec. 39-9-304, MCA specifies allowable fees and does not provide for an examination fee. The committee objected to the board's proposed rule as lacking statutory authority.

8. MAR 40-34-10. Board of Dentists. Dental auxiliaries -- certification, examination fee. The board proposes a rule setting forth an examination and certification process. However Sec. 37-4-408, MCA does not authorize a certification process for unlicensed auxiliary personnel. The committee objected to the proposed regulations on the ground that the certification process is not authorized, a certification fee is not authorized, and on the grounds that the rule purports to delegate the power to set the amount of the fee to a private association, the Montana Dental Association. The committee believes this grant of authority to be an unlawful delegation.

9. MAR 32-2-48. Board of Livestock. Aerial hunting of predatory animals. In its proposed rule regarding aerial hunting of predatory animals, the board purports to regulate the number of flight hours that a pilot must have logged before he can take people aerial hunting and also purports to regulate the size of the identification numbering used on the aircraft. On the condition that none of these proposed rules were required to be promulgated by the Federal Aviation Administration, the committee objected to the proposal as being unauthorized by the board's statutory authority. The committee's objections were based on the stated purposes of Ch. 704, L. 1979 (Title 81, Ch. 7, MCA) which are to protect land owners from aerial hunting over their property. The board has amended the rule to comply with the committee's objections.

10. MAR 12-2-74. Fish and Game Commission. Montana Environmental Policy Act. The rules noticed by the commission purport to repeal existing rules and adopt replacement provisions implementing the Montana Environmental Policy Act. All of the citations given by the commission for authority for the rule (2-4-201, 2-15-112, 87-1-201, and 75-1-201, MCA), are either not delegations of rulemaking authority at all or are delegations to the department and not to the commission. The committee objected to the proposed action because of a lack of statutory authority. The commission and department agreed with the committee's recommendations.

11. MAR 24-3-9-6. Human Rights Commission. Prehearing procedure before the commission. The rule proposed by the commission would give the commission or the commission's hearing examiner the right to set the time and place of a prehearing conference. This

power appears to be contrary to 49-2-505(2) MCA, which places the venue of the hearing in a contested case in the county where the unlawful conduct is alleged to have occurred. Thus, for the purposes of the hearing itself, venue is not where the commission or the hearing examiner decide it will be but in the place established by the statute. The ability to set a prehearing conference in a place other than the county of venue for the hearing appears to be contrary to the purposes of the statute. The committee objected to the proposed rule on this basis.

12. Amendment to 12-2.6(1)-S650 (adopted rule). Fish and Game Commission. Priorities for limited special hunting permits. The commission purports to adopt a rule proposed for adoption more than six months previous to the date of the notice of adoption, in violation of 2-4-302(3) and 2-4-305(6), MCA. The committee objected to the purported adoption of the rule and recommended that the commission renotice the rule.

13. MAR 40-62-10. Board of Nursing. Exemptions from nursing licensure laws. The board proposes to repeal a rule exempting foster parents, home managers, and other surrogate parents who minister to the health needs of persons in their home from the laws requiring licensure as a nurse. The statute on which the rule is based, 37-8-103, MCA, exempts "incidental care" by "domestic servants or persons primarily employed as housekeepers". Because the committee felt that this language includes such persons as foster parents, home managers, and other surrogate parents the committee objected to the proposed repeal of the rule on the grounds that the exemption is required by the language of the applicable statute.

14. MAR 40-80-1. Board of Physical Therapy Examiners. Licensure fees. Title 37, Ch. 11, MCA, specifically provides for some of the fees which the board has included in its proposed rules, but not for others. The proposed examination fee of $75 is authorized by 37-11-304, MCA. However the licensure fee of $75 is not authorized for applicants who take the examination (37-11-306), although it is authorized for out-of-state applicants issued licenses without examination (37-11-307). The temporary license fee of $25 is only authorized in the case of out-of-state therapists qualified for licensure in this state for less than a year; no fee is authorized for temporary licenses issued to persons pending examination (37-11-309). Finally, the rules propose a late renewal fee in addition to the payment of past unpaid renewal fees, but 37-11-308, MCA, authorizes "payment of all past unpaid renewal fees or a late renewal fee" (emphasis supplied). The committee objected to the fee structure proposed by the board for these reasons.

15. MAR 40-82-23. Board of Plumbers. Qualifications and examinations for licensure. The board proposes a rule allowing an applicant for a master plumber's license to substitute education in place of the experience required for licensure. 37-69-304, MCA, allows the substitution of education for experience in an application for a journeyman plumber license but Sec. 37-69-305, MCA, that section governing the requirements for a master plumber's license, does not

provide for the substitution of education in lieu of experience. The proposed rule is therefore contrary to the provisions of the statute and on those grounds the committee objected to its adoption.

16. MAR 40-78-20. Board of Pharmacists. Licensing fees. The board proposes, as part of a general revision to its rules, to impose a $20 fee when a pharmacy changes its name and a $100 fee when a pharmacy changes location. Rules proposed by the board would also impose a $10 fee to conduct research and a $10 fee to analyze dangerous drugs. As the implemented statutory sections, 37-7-321 and 50-32-103, MCA, do not mention any of the foregoing fees proposed by the board, the committee objected to the adoption of the fees as lacking statutory authority.

January 1980 - December 1980

17. MAR 40-38-11. Electrical Board. Apprentice regulations. The Electrical Board proposed to adopt rules governing electrical apprentice registration under the provisions of 37-68-30, MCA, which specifies that the law "does not prohibit a person from working as an apprentice in the trade of electrician with an electrician licensed under this chapter and under rules made by the board". The rules proposed by the Electrical Board would have provided for the registration of apprentice electricians under a procedure having nothing to do with licensure of electricians by the board. Because the committee interpreted the applicable statute to apply to licensure of electricians "under rules made by the board", the committee voted to object to the proposed rules in as much as they did not establish an apprenticeship registration program in connection with the licensure of electricians, but separate and apart from licensure. The board accepted the committee's recommendation and amended its rules accordingly.

18. ARM 16.16.304 (old ARM 16-2.14(10)-S14382). Department of Health. Subdivision sewage treatment systems. The committee heard testimony from a Montana land developer who objected to the Health Department's practice of updating requirements for groundwater percolation tests referred to in department regulations without informing those persons required to comply with the test methods that the methods were being updated. Upon review of the applicable regulation, the committee determined that the reference in the department's regulation to "the latest edition of Bulletin 332 as published by the department and the cooperative extension service, Montana State University" and other references such as "percolation tests in accordance with Bulletin 332 shall be performed", were in fact adoptions by reference of the material contained in Bulletin 332. Because the Sec. 2-4-307 of the Montana Administrative Procedures Act specifically provides for the manner and form of adoption by reference, the committee determined that the department had not complied with the requirements of Sec. 2-4-307, MCA, in its references to Bulletin 332. The committee determined that its objection to the department was to state both that the

Bulletin was to be adopted in accordance with the provisions of 2-4-307, MCA, and that any attempt to adopt that "the latest edition" of that Bulletin was, in effect, a subversion of the notice requirements of the Montana Administrative Procedure Act.

19. MAR 40-34-13. Board of Dentists. Examinations for licensure and work performed by dental auxiliaries. The department proposes amendments to rules setting forth the qualifications and material that must be submitted for licensure of dentists and dental auxiliaries. The rule as proposed added requirements specifying items to be submitted in addition to the lists of items to be submitted for licensure provided for in 37-4-301 and 37-4-402 (i.e., copies of other state licenses held by the applicant and the name and address of any dental societies to which the applicant belongs). The committee objected to the inclusion of these items on the basis of Bell v. Department of Professional and Occupational Licensing, _____ Mont. _____, 594 P2d 331 (1979), in which the Montana State Supreme Court held that if the Legislature had made specific requirements for an action to be taken, an administrative agency could not by regulation add to the requirements comtemplated by the legislature. The department agreed with the objection of the committee and amended the rule accordingly.

20. MAR 16-2-133. Board of Health and Environmental Sciences. Ambient air quality standards. The board proposes to amend the current ambient air quality standards to make those standards directly enforceable against polluters, to provide for a collection or sampling method, and to provide standards for nine pollutants and a visibility factor. Because of a refusal by the board or department to prepare an economic impact statement requested by the committee pursuant to 2-4-405, MCA, the committee has moved to intervene in three lawsuits to challenge the validity of the regulations as adopted. The lawsuits in which the committee has voted to intervene are as follows: Anaconda Aluminum Company vs The Board of Health and Environmental Sciences, Civil No. DV-80-628, Flathead County; Conoco, Inc. v. State of Montana, ex rel, Board of Health and Environmental Sciences and Department of Health and Environmental Sciences, Civil No. DV-80-2168, Yellowstone County; Anaconda Copper Company vs the Board of Health and Environmental Sciences, Civil No. 65-507, Silver Bow County, and Stauffer Chemical Company v. the Board of Health and Environmental Sciences, Civil No. 65402, Silver Bow County.

Whether because of the cumulative effects of review by the committee, or for other reasons, it appears to the committee that compliance with the secretary of state's rules on form and style and compliance with those sections of MAPA specifying the form in which rules are to be adopted has increased over the biennium to the point where most objections made by the committee's staff and certainly those made by the committee are substantive in nature and deal with the legal basis for the rules. For their efforts to upgrade the quality of the form of proposed and adopted rules, the committee commends the executive agencies.

PART IV

Problems Requiring Legislative Solutions

While agency compliance with requirements for the form of administrative rules appears to be increasing, instances have arisen in which agency action under a given set of circumstances has revealed deficiencies, sometimes serious, in that portion of MAPA governing rulemaking. Discussed below is the legislation recommended by the committee to cure deficiencies found in the rulemaking process in the course of the committee's rule review conducted over the past biennium. Copies of the proposed legislation have been included as Appendixes A through F.

General Amendments to the Montana Administrative Procedure Act (Appendix B)

1. Amends 2-4-302(2). Mailing of special notices. Because of complaints received from some persons interested in receiving special notices of rulemaking in a more timely fashion prior to the publication of notices appearing in the Register, the committee recommends an amendment to this subsection specifying the time for mailing of individual notices to persons requesting the same.

2. Amends 2-4-302(4). Contents of notice. This amendment makes clear that not only is an opportunity for oral hearing to be granted by the agency under certain conditions, but that the notice of proposed rulemaking is to so state. The amendment makes clear that the notice is to include notification that a hearing may be requested by the Administrative Code Committee. This conforms the notice to the powers of the committee under Sec. 2-4-402(3)(c) and the model rules of the attorney general.

3. Amends 2-4-302(5). Use of contested case procedure. This amendment makes clear that in all cases, even where the adoption or amendment of a rule would have an effect upon the general licensing procedures of an agency, whether to follow contested case procedure in the adoption, amendment or repeal of a rule is a matter to be determined by the agency. The issue of whether a legislative-type proceeding or a contested case-type proceeding had to be followed in the instance of amendment or adoption of a licensing rule arose in the case of Montana Automobile Association v. State of Montana Department of Highways, et al, Lewis and Clark County No. 45214. The amendment recommended by the committee is consistent with the courts holding that even in such cases, contested case procedures need not be followed if the agency determines not to use them.

4. Creates 2-4-302(6). Effect of failure to comply with six-month deadline. Several agencies have raised the question of whether, if an agency fails to publish a notice of adoption within the six-month time deadline specified by 2-4-305(7) but later proposes the same or similar action as that proposed prior to the

expiration of the deadline, whether the agency need again hold hearings and make a record in the matter of their proposal, even if the proposal is identical, the same parties testify and the testimony is substantially the same or identical to that given before. While the committee does not believe that there is substantial question under the language of 2-4-305(7) but that the agency must begin the rule adoption procedure anew, just as if the proposal was being made for the first time, the language in subsection (6) is intended to make this fact clearer.

5. Creates 2-4-302(7). Notice of committee function. Because of the committee's concern that some persons attending rulemaking hearings may be unaware of the function and powers of the Administrative Code Committee, the committee recommends an amendment which would require that hearing officers inform those attending rulemaking hearings of the existence and function of the Administrative Code Committee.

6. Amends 2-4-305(1). Differences in rules as proposed and as adopted. The committee is aware of several instances in which agencies have proposed several new or amended subsections of a rule for adoption but in fact have adopted only one or less than all, of the amendments proposed for adoption. In such a case, the committee recommends legislation which would require the agency to explain that it is not adopting all of the amendments originally proposed. The legislation recommended by the committee is not intended to authorize by implication the adoption of rules which are substantially different from those rules as proposed and therefore outside the scope of the notice of proposed rulemaking. The amendment is intended to speak only to those situations in which the adopted rule is still within the scope of the original notice of proposed rulemaking, but has adopted less than all of the changes originally proposed.

7. Amends 2-4-305(3). Implemented and authority sections. The committee recommends legislation to make clear that the rule as both proposed and as adopted includes citations to the MCA section granting rulemaking authority and to the MCA section to be implemented. This amendment will bring the statutes into conformity with the model rules and what the committee believes to have been the original intention of the statute.

8. Amends 2-4-305(4). Implementation of governing board policy. In some instances, agencies have adopted rules intended to implement policies of a commission or governing board having the statutory authority to direct their administrative arm to take a specific action. The committee recommends legislation which would require the agency, in adopting a rule implementing the policy or direction of the governing board to cite to the policy of the governing board in order to give the reader notice as to what is being implemented. By this recommendation the committee does not intend that the policy of the governing board serve as the only authority for the agency's rule: there must still exist adequate statutory authority for the agency, as opposed to the governing board, to adopt

the rule implementing the policy of the governing body. Nor does the committee intend that its recommendations be interpreted as lending any weight or legal authority to a policy as that word is used in the definition of "rule" contained in Sec. 2-4-102(10) which has not been adopted as a rule under the provisions of the Administrative Procedure Act. In accordance with the committee's interpretation of Sec. 2-4-102(10) all policies must be adopted as rules.

9. Amends 2-4-305(6). Amended or supplemental notices of rulemaking. Following discovery of deficiencies by either the agency or the Administrative Code Committee, agencies have sometimes attempted to publish amended or supplemental notices of either proposed rulemaking or final agency action in an attempt to cure the deficiency in the former notice. The use of such a practice raises the question whether the dates of the amended or supplemental notices are to be taken into account for the purposes of the six-month deadlines specified by Sec. 2-4-305(7). The amendment recommended by the committee makes clear that the date of either a notice of proposed of rulemaking or notice of final rulemaking is determined from the date of the supplemental or amended notice in either case. Thus if an agency publishes a notice of proposed rulemaking and publishes a notice of final adoption within the six-month deadline but publishes a supplemental or amended notice of proposed rulemaking without the six-month deadline which attempts to cure deficiencies in the earlier notice of final rulemaking, the rulemaking procedure has been completed in violation of the six-month deadline requirement and is therefore invalid.

10. Amends 2-4-314(3). Recommendations by the committee. At various times in the past biennium the committee heard testimony from agency administrators and others as to necessary or desirable amendments in the agency's rulemaking authority. As the committee has no statutory authority to introduce amendments to rulemaking authority which the committee or the agency believe to be desirable, the committee recommends an amendment to provide that authority.

11. Amends 2-4-402(a) and (b). Written recommendations for rulemaking. Under the sections to be amended as currently written, the committee believes the law may be interpreted to provide that written recommendations to a department may be made only when a rulemaking hearing is not held. Because the committee believes that it should have the authority to submit written recommendations to the department at all times and that the department should be able to decide whether to treat the suggestion or comment as part of the rulemaking testimony, the committee recommends the proposed amendments.

12. Deletes 2-4-314(3)(c). Authority of the committee to initiate litigation. This subsection has been deleted and the language transferred to a new section, bill section 6.

13. Creates 2-4-412(4). Lack of legislative objection. Agencies have sometimes raised the failure of the legislature or

the Administrative Code Committee to voice its objection to a rule as proposed as an indication that the legislature or committee approves of the rule in its adopted form. The committee has traditionally taken the position that it may review rules both in their proposed and adopted form. The amendment recommended by the committee makes clear that a failure to object to a rule at any given time does not thereafter preclude the committee or the legislature from further objection. A similar provision is included in the draft of the Model Administrative Procedure Act (1980) as Sec. 3-204(6).

14. Creates bill Sec. 6. Report of litigation - enforcement of agency duties. Under current Sec. 2-4-402(3)(d), the bulk of which is transferred to this section, the committee may intervene in certain proceedings in the state and federal courts and in administrative agencies. Because the committee believes that the power to intervene is of little use unless the committee has notice of proceedings involving the Administrative Procedure Act, the Committee recommends legislation which would require agencies to report judicial proceedings concerning the Adminstrative Procedure Act and would allow them to report other proceedings in which the construction or interpretation of the act is at issue. Subsection 2 of this section is amended to somewhat strengthen the committee's authority to initiate or intervene in actions involving the Administrative Procedure Act. The committee does not intend that the provisions of this section or any of the language of this report be construed as an admission that the language of current Sec. 2-4-402(3)(d) does not grant the committee authority to initiate or intervene in administrative or judicial cases. The committee also recommends a specific provision allowing the committee to enforce any duty of an executive agency and intends that this provision apply to mandatory, nondiscretionary duties of agencies as defined in the Administrative Procedure Act. The committee intends that a reading of this authority in combination with subsection (3) of this section constitute an unconditional right to intervene in any action pursuant to Rule 24(a) of the Montana Rules of Civil Procedure and grant the committee standing to use remedies available under the law, including those remedies available in Title 27, Ch. 19, 26, and 27 of the Montana Code Annotated.

Adoptions by Reference (Appendix C)

1. Amends 2-4-307. Adoptions by reference. The amendment recommended by the committee eliminates the agency consent requirement of the current section in favor of simply allowing the agency to adopt a rule by reference. The amendment would also enlarge the list of items that may be adopted by allowing Montana state agency X to adopt by reference the rules of Montana agency Y. Deleted from the final draft of the committee's recommendation is language which would have allowed a Montana state agency to adopt rules of an agency of another state. The committee believes other rules of other states may be too difficult for interested persons to obtain and therefore intends that the language of this subsection not apply to such rules. In order for adoptions under

this section to be effective, the committee intends that any rules must still have an independent basis for authority and that this section not serve as basic authority for the rule.

2. Creates 2-4-307(2). Form of adoption. Because of great differences between the state executive agencies in the manner and form used to implement the current law, the committee is suggesting legislation to require that the rule be adopted in a rule which is subject to the same rulemaking requirements of notice and hearing as other agency rules. The committee is aware that the Secretary of State has, pursuant to his authority granted by 2-4-306(2), MCA, proposed a rule specifying the format for rules adopting other rules by reference. The committee approves of this method and believes that with some minor adjustments the form for an adoption by reference contained in the Secretary's MAR Notice No. 44-2-15(1980) should be compatible with the amendments proposed to this section.

3. Creates 2-4-307(3). Adoption of rules "as amended". Several agencies, principally those mandated by federal law to adopt certain rules in an "implementation plan" as a condition of receiving federal funds, have followed a practice of adopting by reference the federal rules implementing the federal program as those federal rules may, from time to time, be themselves amended. Agencies have, for example, cited the portion of the Code of federal regulations to be adopted and stated that CFR is adopted "as amended". The committee has not objected uniformly to this practice over the biennium because of the widespread nature of this practice and because MAPA is not altogether clear that the practice violates the rulemaking notice requirements otherwise applicable to agency rule amendments. Nonetheless, the committee believes that adoption of rules "as amended" does indeed present a situation in which the burden is placed on the public to <u>discover</u> from the entity (such as the federal agency) originally adopting the material cited, whether there have been any changes. As many members of the public affected by state rules may not always subscribe to the federal register or other publications carrying update material, the committee believes this burden to be unfair and recommends legislation to prohibit the practice, not only with respect to adoption of federal agency rules but as to all rules to be adopted by reference under this section.

4. Creates 2-4-307(4). Request for publication by the committee. Because adoptions by reference generally are primarily for the convenience of the agency and somewhat increase the burden upon the public, the committee proposes a new subsection empowering the committee to request the publication of the full text of the rule proposed or finally adopted by reference. The committee intends that the publication of the text of the rule not yet finally adopted at the time of the committee's request should in all respects follow the form of a notice of proposed rulemaking

and, from the date of such notice, be subject to the six-month deadline imposed by 2-4-305(6).

5. Creates 2-4-307(5). Exception for certain federal rules. The committee heard testimony indicating that the requirements of 2-4-307(3) prohibiting adoptions if rules "as amended" could create a burden upon those state agencies that are required or specifically authorized by state statute to adopt frequently amended federal rules as a condition of receipt of federal funds or delegation of program authority. The amendment recommended by the committee would allow adoption of certain federal rules "as amended" upon the condition that a notice of the change in the federal rule be published in the register. The committee intends that the requirement or specific authorization referred to for adoption of federal rules be a statute other than 2-4-307, MCA, such as that statute or statutes requiring or authorizing administration of the program in question.

Economic Impact Statements (Appendix D)

1. Amends 2-4-405(1). Request for economic impact statement. As a result of the Department or the Board of Health's refusal to prepare an economic impact analysis requested by the committee under Sec. 2-4-405 on the proposed amendments to the Montana ambient air quality standards, considerable discussion was had by the committee of the possible amendments to strengthen the requirements of the current law. The major changes contained in subsection 1 allow the committee to designate which agency or agencies among all the agencies of state government shall prepare the requested economic impact statement or allow the committee to prepare the statement itself under contract with a private firm or corporation. The other major amendment to this subsection recommended by the committee greatly expands the contents of the impact statement. A majority of the provisions of subsection (1)(a) through (1)(h) are taken from Sec. 3-105 of the Revised Model State Administrative Procedure Act (1980) prepared by the National Conference of Commissioners on Uniform State Laws and should be interpreted accordingly.

2. Amends 2-4-405(2). Timing and effect of committee requests for economic statement. This subsection specifically provides that the committee may request or contract for the economic statement anytime prior to final agency action on the proposed rule and specifies the effect of the request on ongoing rulemaking proceedings. In making this recommendation it is not the intention of the committee to nullify or suspend forever the agency's rulemaking proceedings or to prevent as a final matter the adoption of the proposed rule, nor is it the intention of the committee in making this recommendation to interpret by implication the provisions of the current statute.

3. Deletes 2-4-405(3). Impossibility of the formulation of the statement. The committee recommends that the subsection of the current statute allowing an agency to declare an economic statement requested by the committee to be impossible to formulate be deleted.

4. Amends 2-4-405(5). Refusal of acceptance. The recommended changes to this section would continue the current policy of not making a rule subject to a court challenge because of the inaccuracy or inadequacy of a statement, but would allow the committee to refuse acceptance of a statement which it determined to be deficient. If a statement is determined to be deficient by the committee under this subsection, the original effect of the committee's request or contract for the statement is then continued. By recommending this section, the committee does not intend to forever suspend or nullify proposed agency rulemaking or a proposed rule. The agency preparing the impact statement may ascertain those areas in which the committee believes the statement to be deficient and correct the errors. Acceptance of the statement by the committee then means that rulemaking procedures may go forward.

5. Creates 2-4-405(5). Enforcement. The commitee recommends that a specific provision be inserted providing for enforcement of the requirements of this section. The committee intends that the committee's request for an economic impact statement may be enforced by such provisions as those under Title 27, Ch. 26, MCA, and that the committee may by the use of the remedy of injunction prevent the adoption or enforcement of any rule adopted in violation of the section. Those provisions granting the committee standing to enforce any mandatory agency duty recommended in the proposed bill section 6 of Appendix A referred to in this report are intended to be used in conjunction with the amendment to this subsection.

6. Amends 2-4-305(6). Application of six-month deadline to suspended rulemaking. Because a request or contract for a statement by the committee would have the effect, under Sec. 2-4-405(2) as recommended for amendment by this report, of suspending any rulemaking procedure then in effect, the committee recommends an amendment to this section which would give the agency additional time in which to adopt a rule equal to that time remaining prior to a request for an economic statement by the committee. Thus, if, upon the date of request by the committee for an economic impact statement, twenty-three days of the six-month time period remained in which the committee could adopt the proposed rule, the agency would have twenty-three days after the date of acceptance of the economic impact statement by the committee in which to complete its hearing and adoption procedure.

Interim Suspension of Administrative Rules by the Legislature (Appendix E)

After discussion of the methods used in other states to control agency rulemaking (see Part II of this Report), the Committee staff researched the constitutionality of the adoption of a statute, similar to Alaska statute 24.20.445(a), allowing the Administrative Code Committee to suspend agency rules pending review by the entire legislature. Research indicated there are several judicial opinions and attorney general opinions of other states and one Montana judicial opinion bearing on this topic. In Montana, the case of Judge v. Finance Committee, ____ Mont.____, 543 P2d 1317 (1975), previously discussed in the report of the Administrative Code Committee to the Forty-Fifth Montana Legislature, strongly suggests that any committee authority to suspend rules would be an unconstitutional violation of the doctrine of separation of powers. Decision of the Alaska Supreme Court, Alaska v. A.L.I.V.E. Voluntary, ____ Alaska____, 606 P2d 769 (1980) also suggests the same result, citing the Judge case. Because of the number of possible constitutional objections that could otherwise be raised, the committee has voted to recommend an amendment to the state constitution which would allow the committee to conduct an interim poll of legislators who, upon a majority vote, could suspend any agency rule pending review by the legislature. The poll procedure recommended by the committee is patterned upon the poll procedure established in Title 5, Ch. 3, part 1, MCA, for the convening of a special legislative session.

Repeal of Administrative Rules by the Legislature (Appendix F)

The committee's research in conjunction with the issue of interim suspension of administrative rules demonstrated a potential constitutional flow in the current provisions for repeal of administrative rules by the legislature, Sec. 2-4-412. This section currently provides that the "Legislature may, by joint resolution, repeal any rule in ARM." An Alaska statute, Sec. 44.62.320(a), was held unconstitutional in the A.L.I.V.E. Voluntary case referred to above. Speaking to the main issue in that case, the Alaska Supreme Court compared a change in agency rules to a change in statutes and, because both have the force and effect of law held that agency rules could, like statutory law, only be repealed or amended by a bill rather than a resolution. Because a resolution did not conform to the constitutional requirements for bills (e.g., three readings and the governor's signature), resolutions were held to be an unconstitutional method of annulling agency rules. Other cases and attorney general opinions also reached the same result as the Alaska case upon the same or similar grounds. The committee recommends an amendment to 2-4-412 which would require legislative action to repeal administrative rules to be by bill. However, the committee does not intend that the recommendation of the bill to amend 2-4-412, or any of the language of this report, be in any way construed as an admission that 2-4-412, MCA, is constitutionally defective.

Part V

Report on Government Paperwork Study

SB 287 (Ch. 210, L. 1979, copy attached as Appendix G) required state agencies and the Administrative Code Committee to review government paperwork for the purpose of reducing the number of forms required by state agencies to be completed by citizens of the state. The act required that the review of government paperwork be divided into two parts. First, the act requires every state agency to review forms it requires to be filled out by citizens for the purpose of determining (a) if the forms are serving their intented purposes and (b) if the forms are necessary to perform the prescribed functions of the agency. Each agency was required to report the results of its review and any recommendations it might have to reduce government paperwork to the committee by April 30, 1980. Secondly, the committee was required by the law to make an interim study of all government paperwork that affects citizens and also to make recommendations to the legislature to reduce the volume of government paperwork. In order to accomplish the requirements of the study, the committee was authorized to examine government paperwork, request and receive assistance from state agencies, recommend administrative changes that might reduce the volume of paperwork and hold public hearings.

Soon after its organizational meeting, the committee met and discussed the requirements of SB 287, the best manner in which the requirements of the legislation could be implemented, and any methods by which the public, both private organizations and individuals, could be encouraged to contribute to the study. After reviewing the manner in which paperwork studies had been conducted in other states, most notably the recently completed paperwork study in the state of Oregon which resulted in substantial savings both to the state government and the state citizens, the committee determined to seek the assistance of the Governor's Office for the purpose of coordinating the review of paperwork by and reports from those agencies whose chief administrative officers are appointed by the Governor. Reports from those agencies whose chief administrative officers or governing boards are popularly elected, the committee determined, should report directly to the committee. A letter was also sent explaining the purpose of the study and requesting for citizen input to approximately 50 statewide, private associations representing a cross-section of Montana labor, industry, professional, voter, retail and farm interests, including Montana Common Cause, the Montana Chamber of Commerce, the Montana League of Women Voters, the AFL-CIO, the Montana Retail Association and the Montana Farmers Union. The committee suggested that those

organizations or individuals desiring to contribute to the committee's study contact the committee directly or call the office of the Montana Citizen's Advocate on the toll-free telephone line established by the office.

Following the committee's initial determination of the manner in which the study was to be conducted, the committee corresponded with the Governor's Office and those agencies whose chief executive officers or governing boards are popularly elected, and suggested that a mechanism, either a person or committee, be established to coordinate the efforts of the various agencies. The committee also suggested that the review of individual forms include a determination of (1) whether the form is serving its intended purpose; (2) what, if any statutory or other authority exists for the preparation and use of the form; (3) whether the agency is required to use the form and, if so by what authority (state statute, federal regulations, etc.); (4) whether the form is necessary for the agency to perform its duties and, if not, whether legislation is needed to eliminate it; and, (5) the extent of use of the form. Following the committee's suggestion, the questions posed by the committee were incorporated into a form developed by the Department of Administration and distributed to those agencies for whose report the governor's office was responsible under the terms of the committee's request. Similar questions were addressed to the Secretary of State, the Commissioner for Campaign Finances and Practices, the Public Service Commission, the State Auditor, the Attorney General and the Office of Public Instruction. Responses from all agencies were requested by the committee prior to January 1, 1980.

At its January meeting, the committee received from the Governor's Office copies of the agency reports coordinated and compiled by the Department of Administration and the Governor's Office. The report, entitled Executive Branch Public Forms Survey, dated December, 1979, consists primarily of two tables, one being a statistical summary of the information gained from all state agencies, the other form showing on 88 pages, the reports of 18 executive agencies of a form-by-form review of 1,370 executive agency forms. The first table, entitled "Public Forms Survey - Statistical Summary" shows that 18 executive agencies surveyed 1,370 forms, having a total annual usage of 8,312,372. Of the total number of forms surveyed, the agencies reported that 1,360 of those forms, or 99% were serving their intended purpose. Of the total number of forms surveyed, the summary showed that 1,101 or 80% were required by legislation and that 1,332, or 97% were thought to be necessary by the agency completing the survey. The agencies also reported that 58 of the total forms surveyed, or 4% of those forms, could be eliminated or combined and that 178, or 13% could be revised. The

second form shown in the report, the "Public Forms Survey - Questionnaire Synopsis", reviewed on an individual basis each of the 1,370 forms surveyed, describes the segment of public that uses the form, states the purpose of the form, answers the four questions concerning the form posed by the committee, estimates the annual usage of the form and the printing cost per 1000 forms. Each of the questionnaire-synopses also made reference in one final column to the five-digit form number assigned by the Department of Administration. Along with copies of the Executive Branch Public Forms Survey, the committee also received eleven three-ring binders containing one copy each of the 1,370 forms surveyed and the original copy of the completed survey questionnaire attached to the form. Each form and its questionnaire were assigned a form number by the Department of Administration and shown in the report for easy reference between the actual form and the "questionnaire-synopis" (copy of Executive Branch Public Forms Survey, attached as Appendix G).

Throughout the course of the study, the committee also received an additional total of approximately 120 forms from those six agencies contacted by the committee whose governing board or chief executive officers are populary elected. The forms were in each case accompanied by a report for the individual agency responding to the questions asked by the committee. A total of approximately 1500 forms were therefore received by the committee from executive agencies, comprising those forms filled out by members of the public at the request of state agencies. No forms completed by political subdivisions, federal agencies, or other entities other than individual citizens were intended to be included in the reports or surveyed by the committee, pursuant to the requirement of Ch. 210, L. 1979.

Upon reading the exeuctive agency reports, it became apparent to the committee that some form of review of the figures, statements and representations made by the agencies in their reports would have to be conducted. A review by the committee was made necessary for several reasons. First, there was no way the committee could determine from reference to either the "Statistical Summary", the "Questionnaire-Synposis", or by reference to the original copy of the questionnaire attached to the form itself, whether the "suggested changes" noted by the individual agencies had in fact been implemented (which in some cases would require the drafting of legislation), or whether the suggested changes were merely contemplated by the agencies. Secondly, the reports of the agencies, particularly those combined in the Executive Branch Public Forms Survey, did not and could not provide for an independent evaluation satisfactory to the judgment of the committee as to whether the form required unnecessary information, was overly long, or was unclear. The options open to the committee for review of the forms and responses themselves were essentially two: whether to review each and every one of the forms submitted or whether to conduct only a spot check of some of the forms. While committee members were at all times conscious of the large investment of time that a form-by-form review of each and every one of the forms submitted would require,

the committee determined that to review the forms and report responses on a spot-check basis would not provide the committee members with sufficient knowledge of either the accuracy of the responses to the administration questionnaire nor would the form actually have been reviewed for clarity, ambiguities and for other reasons by a person or entity outside of the agency itself. For these reasons the committee decided to review each of the forms submitted. It was also decided that each committee member would be assigned the forms of a particular named agency or agencies and upon the completion of his review of the assigned forms the committee member would then visit the agency or agencies involved to review the responses and representations made by that agency, discuss the review and findings of the committee member and discuss implementation of the changes recommended by the agency and any additional recommendations by the committee member.

In accordance with the procedure determined by the committee, committee members subsequently volunteered or were assigned all of the forms of particular agencies for review and discussion with the agencies. At the committee meeting held on March 24-25, 1980, committee members and committee staff reviewed the information compiled in the Executive Branch Public Forms Survey, in the form questionnaires, reviewed the forms themselves and reviewed the law (if any) authorizing or requiring the form in question. Following their review of individual agency forms, committee members provided the committee staff with lists of those agencies and forms about which the committee members had questions. On April 22, 1980, a second working session was held during which members of the committees individually visited various executive agencies. Other meetings with executive agencies were also arranged by individual committee members at other times.

Under the procedure previously determined by the committee, committee members then reported the results of their conversations with executive agencies to the committee's staff and those agencies requiring forms about which committee members still had questions were requested to testify before the full committee. At the meeting of August 26, 1980, the committee heard testimony from a representative of the Department of Revenue concerning the possibility of combining several department forms and from a representative of the Department of Health and Environmental Sciences concerning certain information requested on Department's statistical forms but not required by law.

Over the course of the eighteen-month study of government paperwork mandated by state law upon the assumption, apparently, that the state's citizens were unhappy with the amount of paperwork required of them by state government, the committee made numerous and repeated attempts to solicit the opinions of persons unhappy with particular forms or persons with advice as to how the study might be conducted. In addition to the special notices and press releases concerning the committee's wishes for citizen input in the paperwork study which were distributed to interested persons and given to the

media during May, July and November of 1979, the committee's proposed agendas for approximately a dozen meetings noticing a discussion of the paperwork study at the upcoming meeting were mailed to the committee's list of approximately 50 organizations interested in the committee's meetings and its business. Prior to each committee meeting, press releases for the local media and the wire services were prepared which often contained reference to the government paperwork study agenda item. Despite the committee's attempts to arouse public interest in the study, the committee staff received only eight letters and two phone calls suggesting a procedure that might be used or forms that might be studied. Also received were several copies of newspaper editorials relating to the study. Because of this apparent lack of interest by the public in the subject of the study, several committee members expressed doubts about the amount of time that the committee should spend on review of the Executive Branch Public Forms Survey and completion of the study itself. In spite of this fact, however, considerable committee time was devoted to the conclusion of the study, as outlined above.

The varying quality of the agency responses contained in the Executive Branch Public Forms Survey and the varying quality of public forms and public forms management in executive agencies was reflected in the varying reports and comments of committee members. The reports submitted by some agencies, the reports submitted by some committee members, and discussions by some committee members with various agency administrators reflected apparently well-run, efficient agencies whose executive managers are highly aware of the purpose of their forms, the reason why they were required by legislation if they were, whether the forms were authorized by law, and the manner in which form management should be conducted. Conversely, some committee members submitted numerous comments, some cases running ten pages in length, which reflected a lesser degree of awareness by the agency of the condition of its forms and its form management policies. Correspondence with some agencies indicated that an intentional, deliberative method of forms management, such as an established forms management committee, was in use in the agency. Most agencies, however, appear to have no such system but rely on the management ability and style of the agency, division, or bureau executive officer to determine whether forms are necessary, and whether revision is indicated.

Based upon the committee's review of individual agency forms reported in Executive Branch Public Forms Survey, upon the discussions by individual committee members with agency executives, and upon testimony by agency officials before the committee, the committee concludes there is a definate need for some manner of form review and ongoing management within the executive agencies. However, it is the strong concensus of the committee that limitations of time, expertise, and distance from the necessary management function of the agencies make it inappropriate, if not almost impossible, for a legislative committee to conduct a thorough, in-

depth review of agency forms and agency form management systems. The executive managers of the individual agencies are more fully aware of agency functions and needs, authorizing legislation, agency paper "traffic patterns" and management styles. The committee sees no benefit to be gained by direct legislative intervention in many of these components of management that may control or greatly affect the use and number of forms filled out by the public. The committee believes the review of government forms should be left to the managers of the executive agencies and therefore has no legislation to recommend to the legislature on this subject.

HOUSE MEMBERS
OSCAR KVAALEN
CHAIRMAN
REX MANUEL
ROBERT L. MARKS
JOHN VINCENT

SENATE MEMBERS
PAT M. GOODOVER
VICE CHAIRMAN
CHET BLAYLOCK
CARROLL GRAHAM
FRANK HAZELBAKER

Montana Legislative Council
State Capitol
Helena, 59601
(406) 449-3064

DIANA S. DOWLING
EXECUTIVE DIRECTOR
CODE COMMISSIONER
ELEANOR ECK
ADMINISTRATIVE ASSISTANT
ROBERTA MOODY
DIRECTOR, LEGISLATIVE SERVICES
ROBERT PERSON
DIRECTOR, RESEARCH
SHAROLE CONNELLY
DIRECTOR, ACCOUNTING DIVISION
ROBERT C. PYFER
DIRECTOR, LEGAL SERVICES

September 10, 1980

TO: David Niss

FROM: Kim Schulke

RE: Survey of methods of administrative rule review; other checks on promulgation of administrative rules; presumptions of negative legislative intent to be made from its failure to pass a bill.

I. Methods of administrative rule review.
The following is a state-by-state summary of methods of administrative rule review. If a state is not listed, there exists no rule review structure outside of the agency itself.

Alaska. Alaska Stat., sec. 24.20.445, 44.62.320
The Administrative Regulation Review Committee is a permanent interim committee of the Legislature composed of three members each from the House and Senate. When the Legislature is not in session, the Committee is empowered to suspend objectionable regulations or amendments thereto until 30 days after the next session begins. During this 30-day period, the Legislature must annul the objectionable regulation by passing a concurrent resolution, or the regulation becomes effective.

Arizona. Ariz. Rev. Stat., sec. 41-511.05, 41-1002.01
Administrative rules are reviewed in an advisory capacity by the Attorney General as to form and implementation of legislative intent. Only rules promulgated by the State Parks Board are subject to legislative review and may be disapproved by concurrent resolution within one year after they take effect.

Arkansas. Ark. Stat. Ann., sec. 6-608 et. seq.
All administrative rules are reviewed by the Legislative Council to determine whether they are consistent with legislative intent. This review is advisory only, and if a proposed rule is determined to be improper, the Legislative Council submits its recommendations to the Legislature. The Legislature may then enact a law to amend the statute granting the rule making authority.

California. Cal. Govt. Code, sec. 11349, 11349.1 (West)
The Office of Administrative Law reviews administrative regulations. The Governor can overrule any disapproval by that office of a regulatio

Colorado. Colo. Rev. Stat., sec. 24-4-103
A proposed administrative regulation is first submitted to the Attorney General for his opinion as to its constitutionality. The rule is then sent to the Committee on Legal Services and is reviewed by staff to determine whether it is within the rule-making authority of the promulgating agency. The Committee then submits rules, comments, and proposed legislation at the next regular legislative session. Any legislative member may introduce a bill which nullifies all or part of the rule.

Connecticut. Conn. Gen. Stat., sec. 4-169 through 4-171
The Attorney General reviews administrative regulations as to their legality. The rules are then submitted to the Legislative Regulations Review Committee where they are either approved or disapproved. Disapproval by this Committee may either be sustained or overturned by legislative resolution, otherwise the Committee's disapproval is permanent. Suspension of a rule by this Committee may pose constitutio questions where legislative action is not required to uphold the Committee's suspension of the rule.

Florida. Fla. Stat., sec. 120.50 through 120.73
The Joint Administrative Procedures Committee reviews all proposed rules as to form and compliance with statutory authority. The Committe then makes recommendations to the promulgating agency but has advisory powers only. The Legislature can enact a law amending the statute granting rule-making authority.

Georgia. Ga. Code Ann., sec. 3A-104.
Administrative rules are submitted by the agencies to the Legislative Counsel and then to standing committees of each house for review. If a committee objects to a rule, it may introduce a repealing resolution at the next regular session of the Legislature. If such resolution is passed by a two-thirds majority of each house, the regulation is nullified. If it is passed by less than a two-thirds majority, the resolution must be submitted to the Governor for his approval or veto. A gubernatorial veto of a repealing resolution may be overridden by the Legislature.

Hawaii. Haw. Rev. Stat., sec. 91-3
The adoption, amendment, or repeal of any rule by any state agency is subject to the approval of the Governor.

Idaho. Idaho Code, sec. 67-5218
Administrative rules are submitted to the Legislature during regular sessions for reference to the appropriate standing committees. If the committee, or any member of the Legislature, determines that a rule is violative of the legislative intent of the statute under which the rule was promulgated, a concurrent resolution may be adopted rejecting, amending, or modifying the same.

Illinois. Ill. Rev. Stat., ch. 127, sec. 1001 et. seq.
The Joint Committee on Administrative Rules reviews proposed regulations and makes recommendations to the agency. The agency may or may not accept the recommendations, but must respond to them. The Committee can enact legislation to change or nullify a rule to which it has objected.

Indiana. Ind. Code Ann., sec. 4-22-2-5 (Burns)
The Attorney General and the Governor review all administrative rules as to their legality only.

Iowa. Iowa Code, sec. 17A.1 et. seq.
The Attorney General and the Governor review all administrative rules as to their legality. The agencies then submit rules to the Administrative Rules Review Committee which determines whether the rules are unreasonable, arbitrary, or otherwise beyond the authority delegated to the agencies. While the Committee's function is advisory only, any objection to a rule made on those bases, serves to transfer the burden of proof to the issuing agency in any legal challenge to the rule.

The Governor may rescind an adopted rule by executive order within 35 days of publication of the rule. The constitutional separation of powers question is not likely to be raised because the Legislature has no power to suspend or nullify administrative rules.

Kansas. Kan. Stat., sec. 77-426
Administrative agencies submit rules to the Revisor of Statutes, who in turn submits rules to the Joint Committee on Rules and Regulations at the beginning of each session. The Attorney General reviews rules as to form and legality. Anytime before final adjournment of a regular legislative session in which proposed rules are submitted, the Legislature may adopt a concurrent resolution modifying or rejecting any permanent rule. Any existing rule may be amended or revoked by a bill enacted by the Legislature. "Temporary" rules may be implemented by an agency during the interim after approval by the Temporary Rules and Regulations Board. These rules expire on the following April 30.

The statute method which Kansas uses to repeal or amend existing rules is most constitutionally sound, since it adheres to the regular lawmaking process. The main disadvantage is that it involves the executive branch in determining whether a rule was promulgated within the authority granted by the Legislature.

Kentucky. Ky. Rev. Stat., sec. 13.087
The Administrative Regulations Review Subcommittee reviews administrative rules to determine whether they conform to statutory authority and legislative intent. If an objection to the rule is made, a standing committee performs a second review. The powers of these committees are advisory and the agencies are only required to give "affirmative consideration" to legislative objections.

Louisiana. La. Rev. Stat. Ann., sec. 49:968 (West)
Administrative agencies submit reports of proposed rule changes to specified standing committees. The committees review the reports to determine whether the rule changes conform to legislative intent, and whether they are legal and constitutional. Each determination requires the favorable vote of a majority of the committee. If the committee objects to a proposed rule change, it submits a report to the Governor. The Governor has five days to disapprove the committee action. If he does not disapprove such action, the rule change cannot be adopted until modified by the agency or approved by a concurrent resolution of the Legislature. If the standing committee makes no determination, or the Governor disapproves committee action, the proposed rule change may be adopted.

Maine. 5 Me. Rev. Stat., sec. 8056, 11103
Each administrative agency submits proposed rule changes to the Attorney General for his review as to form and legality. For rules effective prior to January 1, 1978, standing committees have set up expiration schedules. All new rules automatically expire five years after their effective date unless the Legislature passes a bill terminating their effectiveness in less than five years.

Maryland. Md. Ann. Code, Art. 40, sec. 40A
The Standing Committee on Administrative, Executive, and Legislative Review reviews administrative rules. The Committee has advisory powers only.

Michigan. Mich. Comp. Laws Ann., sec. 24.245
Mich. Const., Art. IV, sec. 37
The Legislative Service Bureau reviews proposed rules as to form and the Attorney General reviews rules as to legality. The agency then transmits copies of the rule to the Joint Committee on Administrative Rules, which has a two-month period in which to approve or disapprove all proposed rules. If the Committee disapproves a rule or fails to approve it within two months, the rule cannot be adopted by the agency unless the Legislature overrules the Committee action within the two months.

The Attorney General in Michigan has ruled that repeal of a regulation should be by legislative bill. Legislative power to review and suspend regulations during the interim is authorized by the state constitution.

Minnesota. Minn. Stat., sec. 3.965, 15.0412
The Attorney General reviews all rules as to form and legality. The Legislative Commission to Review Administrative Rules may hold public hearings to investigate rules and, on the basis of testimony received, suspend any rule. Before the Commission suspends any rule, it shall submit it to the appropriate standing committee for review and recommendation. If suspension occurs, Commission action must be sustained by the Legislature at its next session.

Missouri. Mo. Rev. Stat., sec. 536.037
The Joint Committee on Administrative Rules has only advisory powers when reviewing rules, and submits its findings to the Legislature. The Legislature may act on the recommendations by passing a bill amending the law authorizing the promulgation of rules.

Nebraska. Neb. Rev. Stat., sec. 84-901.01 through 84-908.05
Administrative rules are reviewed by the Attorney General to ensure conformity with statutory authority and the constitution. Rules are then referred to the Administrative Rules and Regulations Review Committee for its review. The Committee may recommend to the Legislature that the original enabling legislation serving as authority for promulgation of such rules be repealed or changed as it deems advisable. In the alternative, the Committee may submit its recommendations to the agency. If the agency does not comply with the recommendations within 30 days, the Committee may, upon affirmative vote of a majority thereof, suspend the rule. If such suspension occurs, the Committee shall place a bill before the Legislature to repeal such rule. If the bill fails, the rule stands. If the bill is enacted, the rule is repealed.

Nevada. Nev. Rev. Stat., sec. 223B.063 through 223B.068
Administrative rules are reviewed by the Legislative Commission which may make recommendations to the agencies. The rules are also reviewed by standing committees. The legislature can enact legislation amending the statute under which an objectionable regulation was promulgated.

New Hampshire. N.H. Rev. Stat. Ann., sec. 541-A
The Joint Committee on Review of Agencies and Programs has power to sunset agencies and review their rules. Standing committees may also review rules as to proper format.

New York. N.Y. Legis. Law, Art. 5-B, sec. 86-88 (McKinney)
The Administrative Regulations Review Commission examines agency rules as to their statutory authority, their compliance with legislative intent, their impact on the economy and government operations, and their impact on affected parties. The Commission may then make recommendations to the agency or the Legislature.

North Carolina. N.C. Gen. Stat., sec. 120-30.24 et. seq.
The Attorney General reviews rules as to form. The Administrative Rules Review Committee receives all proposed agency rules and has up to 60 days to review them and file any objections with the agency. If the agency does not comply with the Committee's objection, the rule goes to the Legislative Research Committee of which the Rules Committee is a part. The Legislative Research Committee can make recommendations to the Legislature if the agency does not comply with its recommendation.

North Dakota. N.D. Cent. Code, sec. 28-32-02, 28-32-03
The Attorney General reviews rules as to legality and the Legislative Council reviews rules as to form.

Ohio. Ohio Rev. Code Ann., sec. 101.35, 111.15, 119.01, 119.03 (Page)
Administrative rules are reviewed as to form by the Secretary of State and are then submitted to the Joint Committee on Agency Rules Review 60 days before adoption. If the Committee disapproves a rule, a concurrent resolution to that effect is introduced. The Legislature must adopt the resolution within 60 days to nullify the rule. During the interim, a promulgated rule may go into effect but the Legislature may disapprove the rule by concurrent resolution within the first 60 days of the next regular session. Also, the Committee may meet during the interim and suspend objectionable rules by a two-thirds vote of its members. Such suspension must be sustained by the Legislature by concurrent resolution within 60 days of the next regular session.

Oklahoma. 75 Okla. Stat., sec. 308
Administrative rule review is conducted by the Division of Legal Service under the direction of Legislative Council. By the adoption of a resolution, either house may disapprove any rule. An agency may adopt, amend, or repeal a rule only when the Legislature is in session unless it is an emergency rule.

Oregon. Or. Rev. Stat., sec. 171.705 through 171.725
The Legislative Council Committee reviews administrative rules as to legislative intent and constitutionality. There is no procedure for further legislative review but the Committee may recommend changes in the statute authorizing rule-making.

Pennsylvania. 45 Pa. Stat. Ann., sec. 1205 (Purdon)
Administrative rules are reviewed as to legality by the Department of Justice.

South Carolina. S.C. Code, sec. 1-23-110 through 1-23-125
Proposed administrative rules are reviewed by the appropriate standing committees in each house, and cannot go into effect until 90 days after they are received by the Legislature. The Legislature may adopt a joint resolution during that time either approving or disapproving the rule. The 90-day review period runs as long as the Legislature is in session. After final adjournment of the Legislature, the 90-day period ceases to run until the convening of the next regular session.

South Dakota. S.D. Compiled Laws Ann., sec. 1-26-1.2, 1.2, 4
The Attorney General reviews all administrative rules as to their legality. The rules are then submitted to the six-member Interim Rules Review Committee, which, by a 5/6 vote, may suspend a rule until 30 days after the next Legislature convenes. The rules will take effect unless the suspension is ratified through passage of a legislative bill within the 30-day period. In South Dakota, all proposed rules mustr be accompanied by a fiscal note. The fiscal notes are prepared by the agency and reviewed by the Bureau of Finance and Management. The fiscal notes include the fiscal impact on state government, any assumptions made in the preparation of the statement and the source of the statistics used.

Tennessee. Tenn. Code Ann., sec. 4-5-104
All administrative rules are reviewed by the Attorney General as to their legality. The rules are then transmitted to the appropriate standing committees which may initiate proceedings to disapprove and suspend any rule within 45 days after it is received. The committee must give the agency 15 days notice that such proceedings regarding its rule will take place. The committee then votes to approve or disapprove the rule. Failure of the standing committee to initiate disapproval proceedings results in approval of the rule. Any action by a committee to disapprove any agency's rule, amendment, or repeal of a rule is subject to rescission by joint resolution of the Legislature. The Tennessee Attorney General has ruled that repeal of a regulation should be in the form of a bill passed by a majority of both houses and approved by the Governor.

Texas. Tex. Rev. Civ. Stat. Ann., Art. 6252-13a (Vernon)
The presiding officer of each house of the Legislature refers each proposed rule to the appropriate standing committee for review. On the vote of a majority of its members, the committee may transmit to the agency an advisory statement supporting or opposing adoption of proposed rule.

Vermont. 3 Vt. Stat. Ann., sec. 801 through 820
Administrative agencies submit proposed rules to an inter-agency committee on rules and administrative procedure, where a summary of each rule's economic impact is prepared and published. The rules are then submitted to a joint committee on administrative rules which reviews them as to arbitrariness and compliance with legislative intent. The committee can recommend amendment or withdrawal of a rule but such committee action shall not, without implementing legislation, prevent the proposed rule from taking effect. The Legislature may repeal or modify a rule by joint resolution.

Washington. Wash. Rev. Code., sec. 34.04.160
Legislative committees review all rules to determine whether they are within the intent of the statutes purporting to authorize their promulgation. The Legislative Council biennially reviews the rules to determine that legislative intent is being correctly followed. The Council submits a comprehensive report submitted to the Legislature ten days before the beginning of each regular session.

West Virginia. W. Va. Code., sec. 29A-3-11, 29A-3-12
The Legislative Rule-Making Review Committee reviews all non-procedural rules and must approve or disapprove each rule within six months after it is received. To the extent that the Committee disapproves a proposed rule, no agency may later issue any rule or take other action to implement the disapproved rule, except that the Legislature may reverse such disapproval by concurrent resolution.

Wisconsin. Wis. Stat. Ann., sec. 13.56 (West)
Administrative rules are reviewed by the Joint Committee for Review of Administrative Rules, which may disapprove and suspend any rule until the next session. The Legislature must ratify a suspension by passing a bill at the next session. The Wisconsin Attorney General ruled in 1974 that this Committee has been unconstitutionally delegated the legislative power to suspend a rule. The opinion further stated that since there is no difference between an otherwise valid administrative rule and a law, such a rule cannot be suspended or revoked by joint resolution (rather than by bill) of the Legislature and no statute can grant the Legislature the power to do so.

Wyoming. Wyo. Stat., sec. 9-4-103, 28-9-101 et. seq.
The Governor must approve all rules as to compliance with statutory authority, legislative purpose, and form. The rules are then filed with the Legislative Service Office, which reviews them and reports to the Legislative Management Council. If a rule is disapproved, it is sent to the Governor who may repeal the rule. If the Governor does not think the rule should be repealed or rejected, the Council can only recommend that the full Legislature act through what is called a "legislative order" or statute.

Summary of administrative rule review.

There are three basic legislative rule review structures: 1) review by substantive standing committees; 2) review by a joint committee or 3) review by both, standing committees reviewing during the session and a joint committee reviewing during the interim.

Review of rules by standing committees allows the substantive committee which reported the bill authorizing the promulgation of rules to review them for compliance with statutory authority and legislative intent. A disadvantage of review by standing committees is the possibility of disagreement between house and senate committees reviewing the same rules. Also, most standing committees have many other duties during the session and cannot handle extensive rule reviews.

Joint committee review of rules is advantageous in that generally the committee's primary function is rule review. A disadvantage to this structure is that committee members may have limited knowledge of the substantive laws under which the rules are promulgated.

Review by both standing committees and a joint committee combines the advantages of both structures but splits the review function so that an agency may attempt to promulgate rules when the rules would be reviewed by the committee most likely to favor the agency's position.

There are four general types of rule review powers that a reviewing committee may have: 1) advisory; 2) legislative authority to repeal; 3) committee authority to suspend rules for a limited time or 4) committee suspension of rules without required legislative affirmation.

Review committees with advisory powers only review for compliance with legislative intent and statutory authority. This review provides a basis for legislation to alter the statutes which provide for agency rule-making. These advisory powers are less likely to be constitutional challenged as a violation of the separation of powers doctrine. The obvious disadvantage of this system is that the committee has little recourse if an agency refuses to accept recommendations. Court challeng to agency rules require the legislature to pay litigation costs.

Procedures whereby the legislature can repeal agency rules provide more control over rule promulgation. However this procedure may be unconstitutional because it allows the legislative branch to nullify an executiv agency rule.

The main advantage of giving a legislative committee power to suspend rules for a limited time is that immediate action can be taken when an agency refuses to change a disapproved rule. Because the legislature must affirm any rule disapproval, arbitrary committee action is not possible. Delegation of this power to a committee of the legislature raises two constitutional questions. The first question is whether the Legislature has authority to suspend a rule promulgated by an executive agency. The second question is whether the legislature has authority to delegate power to suspend rules to a committee, even though the legislature must later ratify committee action.

The last type of rule review power is committee suspension of rules without required legislative ratification. This power provides the committee quick recourse should an unresponsive agency refuse to alter proposed rules to which the committee has objected. The constitutional issue that is raised here is whether a committee can nullify a rule without a vote of the full legislature to affirm that action. The Montana Supreme Court in Judge v. Legislative Finance Committee, 168 Mont. 470, 543 P.2d 1317(1975), held that a statute delegating to a legislative committee a power which was properly exercisable only by either the entire legislature or an executive officer or agency, was an unconstitutional delegation of legislative power. Therefore it appears that in Montana, a statute allowing a legislative committee to suspend administrative rules would be held to be unconstitutional.

States requiring legislative ratification of a review committee action or recommendation use one of these methods of legislative action: 1) simple resolution of either house; 2) joint resolution or 3) bill or statute.

The simple resolution method allows quick ratification of the committee's action or recommendation. This method may be constitutionally weak since the entire legislature is not required to act.

The joint resolution method of affirming review committee action allows the full legislature to participate in rule review and does not require gubernatorial approval, thereby giving the legislature the final determination as to legislative intent and compliance with statutory authority. A constitutional question may arise where the state constitution requires that a statute be passed and signed by the governor in order to change a regulation having the force of law.

The final method of legislative affirmation of a review committee's action or recommendation is by bill. This method is most constitutionally sound although it involves the executive branch in determinations of legislative intent.

II. Other checks on promulgation of administrative rules.

This discussion gives examples of further legislative control over the administrative rule-making process. No other state has an act similar to Montana's Legislative History Act, Title 5, ch. 4, MCA, which requires all bills authorizing legislative rule-making to include a statement of legislative intent.

Colorado. Colo. Rev. Stat., sec. 24-4-103
All rules amended or adopted after July 1, 1979, expire on June 1 of the year following their adoption unless the Legislature by bill acts to postpone the expiration of a specific rule. This expiration schedule requires agencies to re-promulgate rules every year and should cause them to review and update their rules annually.

Florida. Fla. Stat., sec. 11.60
The Administrative Procedure Act requires an economic impact statement to accompany each rule, estimating costs of the rule to those affected by it. The necessity of preparing such a statement would compel the agencies to give extra consideration to each rule and would cut down on excess or frivolous rule-making.

Missouri. Mo. Rev. Stat., sec. 536.037
The Missouri Legislature has begun attaching to their bills a provision that all agency rules promulgated under their respective bills will expire in two years unless approved by concurrent resolution of the Legislature. Another provision that is sometimes attached is that the bill authorizing rule-making is automatically repealed in two years.

New Hampshire. N.H. Rev. Stat. Ann., sec. 541-A
The Joint Committee of Review of Agencies and Programs has power to sunset administrative agencies and review their existing rules.

South Dakota. S.D. Compiled Laws Ann., sec. 1-26B-2
This South Dakota statute provides for decennial termination and review of all administrative rules by interim legislative committees.

III. When the Legislature fails to pass a particular bill which would have granted rule-making authority to an administrative agency, can that action be interpreted as expressing a legislative intent to deny the agency rule-making authority?

The following is a discussion of how different states have interpreted legislative intent from failure of the legislature to pass a particular bill. While some states have express statutory provisions dealing with "negative statements of intent", other states have case law interpretations of this legislative action.

California.
The California Supreme Court, in Miles v. Worker's Compensation Appeals Board, 67 Cal. App.3d 243, 136 Cal. Rptr. 508, 511 n.4(1977), stated that they had "recently examined this subject of "unpassed bills" and concluded that as evidences of legislative intent they have little value."

Colorado. Colo. Rev. Stat., sec. 24-4-103
In colorado, the Legislature may introduce a bill to rescind or delete portions of administrative rules. The statute states: "Rejection of such a bill does not constitute legislative approval of the rule."

Connecticut. Conn. Gen. Stat., sec. 4-170
In Connecticut, a joint legislative committee can suspend administrative rules. The statute provides: "In the event the committee disapproves a proposed regulation..., it shall give notice of such disapproval to the agency, and no agency shall thereafter issue any regulation or directive or take other action to implement such disapproved regulation."

Idaho.
The Idaho Supreme Court, in Reed v. Huston, 24 Idaho 26, 132 P. 109, 111 (1913), held that the legislative intent guiding statutory construction refers to the Legislature which passed a certain act, and such intent is indicated by legislative action not by its failure to act. "Legislative intent is not gathered from the failure of a legislature to pass any particular legislation."

Kansas. Kan. Stat., sec. 77-416
This statute provides:

> "No state agency shall adopt a rule and regulation which is identical to or substantially identical to a rule and regulation previously rejected by either house of the legislature or revoked by the legislature...within one year of such rejection or revocation."

Nebraska. Neb. Rev. Stat., sec. 84-908.05
Administrative rules in Nebraska may be suspended by action of the joint Administrative Rules and Regulations Review Committee. If such suspension occurs, the Committee must submit a bill to the Legislature to repeal the rule. The statute provides: "If such legislative bill is enacted, the rule shall be repealed and shall not be adopted again unless a properly enacted law specifically authorizes the adoption of such rule."

North Dakota.
The North Dakota Supreme Court, in James v. Young, 77 N.D. 451, 43 N.W.2d 692, 698(1950), held that the Senate's indefinite postponement of a House bill does not indicate legislative intent. "A public policy is declared by the action of the Legislature, not by its failure to act."

Oklahoma. 75 Okla. Stat., sec. 308
The statute provides: "By the adoption of a resolution, either House may disapprove any rule and the adopting agency shall not have authority to repromulgate except during the first 60 days of a subsequent legislative session."

West Virginia. W. Va. Code, sec. 29A-3-11, 29A-3-12
After a rule has been disapproved by the reviewing committee, the agency may not "thereafter issue any regulation or take other action to implement such disapproved rule except that the Legislature may reverse such disapproval." Should the Legislature disapprove a rule by concurrent resolution, the agency may not "thereafter issue any regulation or take other action to implement such disapproved rule."

_____ BILL NO. _____

INTRODUCED BY _____

BY REQUEST OF THE ADMINISTRATIVE CODE COMMITTEE

A BILL FOR AN ACT ENTITLED: "AN ACT TO GENERALLY REVISE AND CLARIFY THE LAWS RELATING TO ADMINISTRATIVE RULEMAKING; TO REQUIRE THE REPORTING OF JUDICIAL CASES TO THE ADMINISTRATIVE CODE COMMITTEE; AND TO PROVIDE FOR ENFORCEMENT OF AGENCY DUTIES BY THE COMMITTEE; AMENDING SECTIONS 2-4-302, 2-4-305, 2-4-314, 2-4-402, AND 2-4-412, MCA."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Section 2-4-302, MCA, is amended to read:

"2-4-302. Notice, hearing, and submission of views. (1) Prior to the adoption, amendment, or repeal of any rule, the agency shall give written notice of its intended action. The notice shall include a statement of either the terms or substance of the intended action or a description of the subjects and issues involved, the rationale for the intended action, and the time when, place where, and manner in which interested persons may present their views thereon.

(2) The notice shall be filed with the secretary of state for publication in the register as provided in 2-4-312 and mailed <u>within 3 days of filing</u> to persons who have made

timely requests to the agency for advance notice of its rulemaking proceedings. The notice shall be published and mailed at least 30 days in advance of the agency's intended action.

(3) If any statute provides for a different method of publication, the affected agency shall comply with the statute in addition to the requirements contained herein. However, in no case may the notice period be less than 30 days or more than 6 months.

(4) Prior to the adoption, amendment, or repeal of any rule, the agency shall afford interested persons at least 20 days' notice of a hearing and 28 days from the day of notice to submit data, views, or arguments, orally or in writing. In the case of substantive rules, <u>the notice of proposed rulemaking must state that</u> opportunity for oral hearing shall be granted if requested by either 10% or 25, whichever is less, of the persons who will be directly affected by the proposed rule, by a governmental subdivision or agency, <u>by the administrative code committee,</u> or by an association having not less than 25 members who will be directly affected.

(5) An agency may continue a hearing date for cause. ~~Contested~~ <u>As determined by the agency, contested</u> case procedures need not be followed in hearings held pursuant to this section. If a hearing is otherwise required by statute,

nothing herein alters that requirement.

(6) If an agency fails to publish a notice of adoption within the time required by 2-4-305(7) and the agency again proposes the same rule for adoption, amendment, or repeal, the proposal must be considered a new proposal for purposes of compliance with this chapter.

(7) At the commencement of any hearing on the intended action, the person designated by the agency to preside at the hearing shall read aloud the "Notice of Function of Administrative Code Committee" appearing in the register."

Section 2. Section 2-4-305, MCA, is amended to read:

"2-4-305. Requisites for validity -- authority and statement of reasons. (1) The agency shall consider fully written and oral submissions respecting the proposed rule. Upon adoption of a rule, an agency shall issue a concise statement of the principal reasons for and against its adoption, incorporating therein its reasons for overruling the considerations urged against its adoption. If substantial differences exist between the rule as proposed and as adopted, and the differences have not been described or set forth in the adopted rule as that rule is printed in the Montana administrative register, the differences must be described in the statement of reasons for and against agency action. When no written or oral submissions have been received, an agency may omit the statement of reasons.

(2) Rules may not unnecessarily repeat statutory language. Whenever it is necessary to refer to statutory language in order to convey the meaning of a rule interpreting the language, the reference shall clearly indicate that portion of the language which is statutory and the portion which is amplification of the language.

(3) Each proposed and adopted rule shall include a citation to the specific grant of rulemaking authority pursuant to which it or any part thereof is adopted. In addition, each proposed and adopted rule shall include a citation to the specific section or sections in the Montana Code Annotated which the rule purports to implement.

(4) Each rule proposed and adopted by an agency implementing a policy of a governing board or commission must include a citation to and description of the policy implemented. Each agency rule implementing a "policy", as used in the definition set forth in 2-4-102(10), and the policy itself must be based on legal authority and otherwise comply with the requisites for validity of rules established by this chapter.

~~(4)~~(5) To be effective, each substantive rule adopted must be within the scope of authority conferred and in accordance with standards prescribed by other provisions of law.

~~(5)~~(6) Whenever by the express or implied terms of any

statute a state agency has authority to adopt rules to implement, interpret, make specific, or otherwise carry out the provisions of the statute, no rule adopted is valid or effective unless consistent and not in conflict with the statute and reasonably necessary to effectuate the purpose of the statute.

~~(6)~~(7) No rule is valid unless adopted in substantial compliance with 2-4-302 or 2-4-303 and this section and unless notice of adoption thereof is published within 6 months of the publishing of notice of the proposed rule. If an amended or supplemental notice of either proposed or final rulemaking or both is published concerning the same rule, the 6-month limit must be determined with reference to the latest notice in all cases."

Section 3. Section 2-4-314, MCA, is amended to read:

"2-4-314. Biennial review by agencies -- report. (1) Each agency shall at least biennially review its rules to determine if any new rule should be adopted or any existing rule should be modified or repealed.

(2) Prior to October 1, 1980, and prior to October 1 of each even-numbered year thereafter, each agency shall prepare and submit a report to the administrative code committee, in tabular or other form, indicating the agency's recommendations for legislation which will clarify existing grants of rulemaking authority and grant or eliminate

rulemaking authority as necessary.

(3) The committee may recommend to the legislature those modifications, additions, or deletions of agency rulemaking authority which the committee considers necessary."

Section 4. Section 2-4-402, MCA, is amended to read:

"2-4-402. Powers of the committee -- duty to review rules. (1) The committee shall review all proposed rules filed with the secretary of state.

(2) Rules proposed by the department of revenue may be reviewed only in regard to the procedural requirements of the Montana Administrative Procedure Act.

(3) The committee may:

(a) prepare written recommendations for the adoption, amendment, or rejection of a rule and submit those recommendations to the department proposing the rule ~~when--a rulemaking--hearing--will-not-be-held-in-accordance-with-the provisions-of-2-4-302-through-2-4-305;~~

~~(b)--prepare---recommendations---for----the----adoption, amendment,-or-rejection-of-a-rule~~ and submit oral or written testimony at a rulemaking hearing;

~~(c)~~(b) require that a rulemaking hearing be held in accordance with the provisions of 2-4-302 through 2-4-305;

~~(d)--institute,--intervene--in,-or-otherwise-participate in-proceedings-involving--this--chapter--in--the--state--and~~

~~federal courts and administrative agencies;~~

~~(c)~~(c) review the incidence and conduct of administrative proceedings under this chapter."

Section 5. Section 2-4-412, MCA, is amended to read:

"2-4-412. Legislative review of rules -- effect of failure to object. (1) The legislature may, by joint resolution, repeal any rule in ARM. If a rule is repealed, the legislature shall in the joint resolution state its objections to the repealed rule. If an agency adopts a new rule to replace the repealed rule, the agency shall adopt the new rule in accordance with the objections stated by the legislature in the joint resolution. If the legislature does not repeal a rule filed with it before the adjournment of that regular session, the rule remains valid.

(2) The legislature may also, by joint resolution, direct a change to be made in any rule in ARM or direct the adoption of an additional rule. If a change in any rule or the adoption of an additional rule is directed to be made, the legislature shall in the joint resolution state the nature of the change or the additional rule to be made and its reasons therefor. The agency shall, in the manner provided in the Montana Administrative Procedure Act, adopt a new rule in accordance with the legislative direction.

(3) Rules made by agencies and changes in rules directed by the legislature under subsection (2) of this

section shall conform and be pursuant to statutory authority.

(4) Failure of the legislature or the administrative code committee to object in any manner to the adoption, amendment, or repeal of a rule is inadmissible in the courts of this state to prove the validity of any rule."

NEW SECTION. Section 6. Report of litigation -- enforcement of agency duties. (1) Each agency shall report to the administrative code committee any judicial proceedings in which the construction or interpretation of any provision of this chapter is in issue and may report to the committee any proceeding in which the construction or interpretation of any rule of the agency is in issue. Upon request of the committee, copies of documents filed in any proceeding in which the construction or interpretation of either this chapter or an agency rule is in issue must be made available to the committee by the agency involved.

(2) The committee may in all cases institute, intervene in, or otherwise participate in proceedings involving this chapter in the state and federal courts and before administrative agencies and may enforce any duty of an executive agency required by this chapter. The committee may use any legal or equitable remedy, except an action for damage, available to it, including but not limited to those remedies provided for in Title 27, chapters 19, 26, and 27.

1 (3) The committee has standing to bring an action under
2 subsection (2) of this section and may prove the same by
3 alleging that the action is brought under subsection (2) and
4 in the name of the committee.
5 Section 7. Codification instruction. Section 6 is
6 intended to be codified as an integral part of Title 2,
7 chapter 4, and the provisions of Title 2, chapter 4, apply
8 to section 6.

-End-

_____ BILL NO. _____

INTRODUCED BY _____

BY REQUEST OF THE ADMINISTRATIVE CODE COMMITTEE

A BILL FOR AN ACT ENTITLED: "AN ACT TO AMEND SECTION 2-4-307, MCA, RELATING TO OMISSIONS FROM THE ADMINISTRATIVE RULES OF MONTANA OR THE MONTANA ADMINISTRATIVE REGISTER."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Section 2-4-307, MCA, is amended to read:

"2-4-307. Omissions from ARM or register. ~~The secretary of state, with the consent of the adopting agency, may omit from ARM or the register any rule, either proposed or adopted, the publication of which~~ (1) An agency may adopt by reference any model code, federal agency rule, rule of any agency of this state or other similar publication if the publication of the model code, rule, or other publication would be unduly cumbersome, expensive, or otherwise inexpedient. ~~If the rule merely incorporates by reference a model code, federal agency rule, or like publication made available on application to the agency and if ARM or the register contains~~

(2) The model code, rule, or other publication must be adopted by reference in a rule adopted under the rulemaking procedure required by this chapter. The rule must contain a

~~notice stating the~~ citation and to the material adopted by reference, and a statement of the general subject matter of the omitted rule and ~~stating how~~ must state where a copy of the omitted material may be obtained. A copy of the omitted ~~matter shall~~ material must be filed with the secretary of state.

(3) No rule originally adopting by reference any model code or rule provided for in subsection (1) of this section may adopt any later amendments or editions of the material adopted. Each later amendment or edition may be adopted by reference only by following the rulemaking procedure required by this chapter.

(4) If requested by the administrative code committee, an agency must immediately publish the full text of any material adopted by reference under this section. Publication of the text of a rule previously adopted does not affect the date of adoption of the rule, but publication of the text of a rule before publication of the notice of final adoption must be in the form of, and is considered to be, a new notice of proposed rulemaking.

(5) Whenever later amendments of federal regulations must be adopted to comply with federal law or to qualify for federal funding, or whenever the legislature has expressly authorized or directed the agency to adopt federal standards, only a notice of intent to incorporate by

1 reference such later amendments shall be filed in the
2 Montana Administrative Register. This notice shall contain
3 the information required by subsection (2) of this section,
4 and shall state the effective date of such incorporation.
5 Unless a hearing is requested, no further notice of adoption
6 or preparation of a replacement page for the administrative
7 code is required."

-End-

_____ BILL NO. _____

INTRODUCED BY _____

BY REQUEST OF THE ADMINISTRATIVE CODE COMMITTEE

A BILL FOR AN ACT ENTITLED: "AN ACT TO AMEND SECTIONS 2-4-305 AND 2-4-405, MCA, RELATING TO ECONOMIC IMPACT STATEMENTS FOR STATE AGENCY RULEMAKING AND REQUIREMENTS FOR ADOPTION OF AGENCY RULES."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Section 2-4-405, MCA, is amended to read:

"2-4-405. ~~Estimate----of---economic~~ Economic impact statement. (1) Upon written request of the administrative code committee, an agency designated by the committee shall prepare a statement of the ~~estimated~~ economic impact of the adoption, amendment, or repeal of a rule as proposed. The administrative code committee may also, by contract, prepare such an estimate. Except to the extent that the request expressly waives any one or more of the following, the requested statement must include and the statement prepared by the committee may include ~~an-estimate-of:~~

~~(a)--the---cost---to--the--state--of--administering--and enforcing-the-rule;~~

~~(b)--the-aggregate-cost-of--compliance--to--all--persons affected;-and~~

~~(c)--any--economic--benefit-of-compliance-to-all-persons affected.~~

(a) a description of the classes of persons who will be affected by the proposed rule, including classes that will bear the costs of the proposed rule and classes that will benefit from the proposed rule;

(b) a description of the probable quantitative and qualitative impact of the proposed rule, including economic impact, upon affected classes of persons;

(c) the probable costs to the agency and to any other agency of the implementation and enforcement of the proposed rule and any anticipated effect on state revenues;

(d) an analysis comparing the costs and benefits of the proposed rule to the costs and benefits of inaction;

(e) an analysis that determines whether there are less costly methods or less intrusive methods for achieving the purpose of the proposed rule;

(f) an analysis of any alternative methods for achieving the purpose of the proposed rule that were seriously considered by the agency and the reasons why they were rejected in favor of the proposed rule;

(g) a determination as to whether the proposed rule represents an efficient allocation of public and private resources; and

(h) a quantification or description of the data upon

which subsections (1)(a) through (1)(h) are based and an explanation of how the data was gathered.

(2) A request must be made by the committee prior to the final agency action on the rule and shall suspend any rulemaking proceedings under this chapter then in effect if a rulemaking hearing on the proposal remains to be held, and shall nullify any rulemaking proceedings then in effect if a final rulemaking hearing has already been held or no hearing has been scheduled by the agency. Written notice of the committee's decision to prepare a statement shall be sent to the agency and has the same effect as a committee request to an agency. The statement must be filed with the secretary of state for publication in the register and mailed to persons who have requested advance notice of the agency's rulemaking proceedings within 3 months of the committee's request. ~~The statement must be published and mailed at least 20 days prior to the adoption, amendment, or repeal of the rule. If a hearing is held, it must be published 20 days prior to the hearing~~ The committee may withdraw its request for an economic impact statement at any time.

~~(3) If it is impossible to formulate such an estimate, the reasons for impossibility of formulation must be published instead of the estimate.~~

~~(4)~~(3) This section does not apply to rulemaking

pursuant to 2-4-303.

~~(5)~~(4) The final adoption, amendment, or repeal of a rule is not subject to challenge in any court as a result of the inaccuracy or inadequacy of a statement required under this section. However, the committee may refuse to accept any statement prepared by an agency or under contract for the committee that in its judgment inadequately covers those items contained in subsections (1)(a) through (1)(h). No agency may continue rulemaking proceedings once suspended or renew rulemaking proceedings, once nullified, for any rule substantially the same as that nullified, until acceptance of the applicable statement by the committee.

(5) The administrative code committee may, by petition to the district court of Lewis and Clark County, enforce any act required by this section and prevent the adoption or enforcement of any rule adopted in violation of this section."

Section 2. Section 2-4-305, MCA, is amended to read:

"2-4-305. Requisites for validity -- authority and statement of reasons. (1) The agency shall consider fully written and oral submissions respecting the proposed rule. Upon adoption of a rule, an agency shall issue a concise statement of the principal reasons for and against its adoption, incorporating therein its reasons for overruling the considerations urged against its adoption. When no

1 written or oral submissions have been received, an agency
2 may omit the statement of reasons.
3 (2) Rules may not unnecessarily repeat statutory
4 language. Whenever it is necessary to refer to statutory
5 language in order to convey the meaning of a rule
6 interpreting the language, the reference shall clearly
7 indicate that portion of the language which is statutory and
8 the portion which is amplification of the language.
9 (3) Each rule shall include a citation to the specific
10 grant of rulemaking authority pursuant to which it or any
11 part thereof is adopted. In addition, each rule shall
12 include a citation to the specific section or sections in
13 the Montana Code Annotated which the rule purports to
14 implement.
15 (4) To be effective, each substantive rule adopted must
16 be within the scope of authority conferred and in accordance
17 with standards prescribed by other provisions of law.
18 (5) Whenever by the express or implied terms of any
19 statute a state agency has authority to adopt rules to
20 implement, interpret, make specific, or otherwise carry out
21 the provisions of the statute, no rule adopted is valid or
22 effective unless consistent and not in conflict with the
23 statute and reasonably necessary to effectuate the purpose
24 of the statute.
25 (6) No rule is valid unless adopted in substantial

1 compliance with 2-4-302 or 2-4-303 and this section and
2 unless notice of adoption thereof is published within 6
3 months of the publishing of notice of the proposed rule.
4 <u>However, if rulemaking proceedings are suspended by action</u>
5 <u>of the administrative code committee prior to the expiration</u>
6 <u>of the 6-month deadline provided for in this subsection, the</u>
7 <u>agency may, following acceptance of the economic impact by</u>
8 <u>the committee, proceed with rulemaking during a time period</u>
9 <u>equivalent to that portion of the 6-month period that</u>
10 <u>remained prior to the action of the committee.</u>"

-End-

_____ BILL NO. _____

INTRODUCED BY _____

BY REQUEST OF THE ADMINISTRATIVE CODE COMMITTEE

A BILL FOR AN ACT ENTITLED: "AN ACT TO SUBMIT TO THE QUALIFIED ELECTORS OF MONTANA AN AMENDMENT TO ARTICLE V, CREATING SECTION 15, OF THE MONTANA CONSTITUTION TO PROVIDE FOR SUSPENSION OF ADMINISTRATIVE AGENCY RULES BY A POLL OF THE LEGISLATURE."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Article V, section 15, of the Constitution of the state of Montana is created and adopted to read as follows:

Section 15. Poll to suspend rules. (1) When the legislature is not in session, the Administrative Code Committee may in writing poll the legislators to determine if a majority are in favor of suspending an agency rule. To poll the legislators the committee must send to all legislators by certified mail a ballot which contains:

(a) a copy of the rule proposed for suspension;

(b) a copy of the statutes purporting to authorize and be implemented by the rule;

(c) a brief summary of any arguments opposed to or in favor of suspension;

(d) the date by which legislators must return the ballot, which may not be more than 30 days after the date of the mailing of the ballots; and

(e) a stamped return envelope.

(2) The committee shall keep the ballots secret until all legislators have voted or until the day after the date set for return of the ballots, whichever occurs first.

(3) If a majority of the legislators reply affirmatively to the poll, the committee shall notify each legislator and the agency of the results of the poll. If a majority reply affirmatively, the rule is suspended effective upon notification of the agency and until the end of the 30th day of the next regular session of the legislature.

(4) If a majority of the legislators fail to approve the suspension of the rule within 30 days after the committee mails the ballots, all ballots are void and may not be used again. The entire process must be repeated to suspend an agency rule.

Section 2. Submission to electorate. When this amendment is submitted to the qualified electors of Montana, there shall be printed on the ballot the full title of this act and the following words:

FOR allowing a poll of the legislature to suspend administrative rules.

1 AGAINST allowing a poll of the legislature to
2 suspend administrative rules.

-End-

_____ BILL NO. _____

INTRODUCED BY _____

BY REQUEST OF THE ADMINISTRATIVE CODE COMMITTEE

A BILL FOR AN ACT ENTITLED: "AN ACT TO AMEND SECTION 2-4-412, MCA, RELATING TO LEGISLATIVE REVIEW OF RULES."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Section 2-4-412, MCA, is amended to read:

"2-4-412. Legislative review of rules. (1) The legislature may, by ~~joint-resolution~~ law, repeal any rule in ARM. If a rule is repealed, the legislature shall in the ~~joint--resolution~~ bill state its objections to the repealed rule. If an agency adopts a new rule to replace the repealed rule, the agency shall adopt the new rule in accordance with the objections stated by the legislature in the ~~joint resolution~~ bill. If the legislature does not repeal a rule filed with it before the adjournment of that regular session, the rule remains valid.

(2) The legislature may also, by ~~joint-resolution~~ law, direct a change to be made in any rule in ARM or direct the adoption of an additional rule. If a change in any rule or the adoption of an additional rule is directed to be made, the legislature shall in the ~~joint-resolution~~ bill state the nature of the change or the additional rule to be made and

its reasons therefor. The agency shall, in the manner provided in the Montana Administrative Procedure Act, adopt a new rule in accordance with the legislative direction.

(3) Rules made by agencies and changes in rules directed by the legislature under subsection (2) of this section shall conform and be pursuant to statutory authority."

-End-

CHAPTER NO. 210

AN ACT TO REDUCE GOVERNMENT PAPERWORK BY REQUIRING ALL STATE AGENCIES TO REVIEW FORMS REQUIRED OF CITIZENS AND REPORT PROGRESS TO THE ADMINISTRATIVE CODE COMMITTEE.

Be it enacted by the Legislature of the State of Montana:

Section 1. **Definitions.** As used in [this act], the following definitions apply:

(1) "Committee" means the administrative code committee as defined in Title 5, chapter 14, part 1.

(2) "Government paperwork" means all forms filled out in full or in part by citizens and required by a state agency.

Section 2. **State agencies to review forms — report recommendations.** (1) Every state agency shall review all forms that it requires of citizens.

(2) The review shall determine:

(a) if the forms are serving their intended purposes; and

(b) if the forms are necessary for the agency to perform its prescribed functions.

(3) The agency shall report the results of its review and, if any, its recommendations to reduce government paperwork to the committee prior to April 30, 1980.

Section 3. **Committee duties.** The committee shall:

(1) make an interim study of all government paperwork that affects citizens; and

(2) make recommendations to the legislature to reduce the volume of government paperwork.

Section 4. **Committee powers.** The committee may:

(1) examine government paperwork to determine if it is serving the functions for which it is intended;

(2) request and shall receive from all government agencies such assistance and data as will enable the committee to fulfill its duties;

(3) recommend administrative changes which would eliminate or reduce the volume of government paperwork; and

(4) hold public hearings.

Section 5. **Committee report.** Prior to September 15 of the next legislative session, the committee shall prepare a report of its activities, together with its recommendations, to be submitted to the legislature.

Approved March 22, 1979.

STATE OF MONTANA

EXECUTIVE BRANCH

PUBLIC FORMS SURVEY

December, 1979

APPENDIX H

PUBLIC FORMS SURVEY

TABLE OF CONTENTS

I. INTRODUCTION 1

II. STATISTICAL SUMMARY 2

III. QUESTIONNAIRE SYNOPSIS 3

IV. PUBLIC FORMS AND QUESTIONNAIRES . . . . . *

* Forms and Questionnaires are provided in eleven three ring binders.

PUBLIC FORMS SURVEY

INTRODUCTION

The 1979 Legislative Assembly enacted Senate Bill 287 which requires all state agencies to review all forms that are filled out in full or in part by the public. Presented herein are the results of the review of such public forms by the Executive Branch Agencies of Montana State Government.

This report was prepared for the Governor's Office by the Information Systems Division of the Department of Administration.

This effort was coordinated through the use of a Public Forms Questionnaire. Each agency identified the forms that should be considered in the review and completed a questionnaire for each form. Section II, Statistical Summary, provides an analysis by department of the results of the survey. Section III, Questionnaire Synopsis, identifies some specific characteristics of each form surveyed.

The report is arranged alphabetically by department. Each form has been assigned a sequence number in the "Reference to Actual Form" column of the Questionnaire Synopsis Section. The purpose of this column is to provide an easy means to reference the actual forms and completed questionnaires which are contained in separate binders (Section IV).

PUBLIC FORMS SURVEY

STATISTICAL SUMMARY

DEPARTMENT	Reporting Sequence	Forms Surveyed		Total Annual Usage		Forms Serving Stated Purpose		Forms Required by Legislation		Forms that are Necessary		Forms that could be Eliminated /Combined		Forms that could be Revised	
		NO.	* %	NO.	* %	NO.	** %	NO.	** %	NO.	** %	NO.	** %	NO.	** %
Administration	1	90	7	146,999	2	89	99	72	80	87	97	10	11	15	17
Agriculture	2	49	4	69,219	1	49	100	47	96	49	100	6	12	0	0
Board of Public Education	3	28	2	5,445	X	28	100	17	61	28	100	2	7	1	4
Business Regulation	4	49	4	16,921	X	49	100	37	76	49	100	0	0	4	8
Commissioner of Higher Education	5	5	X	16,100	X	5	100	0	0	5	100	0	0	0	0
Community Affairs	6	35	2	28,200	X	35	100	32	91	35	100	0	0	1	3
Fish, Wildlife, and Parks	7	91	7	1,772,450	22	91	100	79	87	89	98	3	3	5	6
Health and Environmental Sciences	8	129	9	505,186	6	127	98	106	82	122	95	0	0	23	18
Highways	9	34	2	72,510	1	34	100	24	71	34	100	2	6	3	9
Institutions	10	84	6	115,176	1	81	96	33	40	74	88	3	4	6	7
Labor and Industry	11	154	11	2,668,473	32	154	100	138	90	153	99	5	3	12	8
Livestock	12	50	4	9,936	X	49	98	37	74	47	94	2	4	1	2
Military Affairs	13	19	1	2,813	X	19	100	16	84	19	100	0	0	1	5
Natural Resources and Conservation	14	50	4	97,979	1	50	100	49	98	50	100	0	0	7	14
Professional and Occupational Licensing	15	144	11	58,827	1	143	99	130	90	144	100	1	0	52	36
Revenue	16	154	11	1,372,970	17	152	99	147	95	152	99	2	1	15	10
Social and Rehabilitation Services	17	158	12	1,331,023	16	158	100	111	70	152	96	22	14	24	15
State Lands	18	47	3	22,145	X	47	100	26	55	43	91	0	0	8	17
TOTALS ▶		1,370	100	8,312,372	100	1,360	99	1,101	80	1,332	97	58	4	178	13

*Percentage relative to the total forms surveyed.
**Percentage relative to each department's forms surveyed.
X = Less than 1%.

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF ADMINISTRATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Accident Report Form	Ski area operators	To report major lift failures & related accidents.	Y	Y	Y	R	15	$ 15.00	01-001
Affidavit on Behalf of Contractor	Contractors	To verify that material & labor bills have been paid by the contractor.	Y	Y	Y	N	1,000	15.00	01-002
Annual Certificate	Volunteer firemen	To certify instruction hours of volunteer fireman.	Y	Y	Y	N	200	9.00	01-003
Application for Building Permit	Construction entities	To provide certification of compliance with building inspection standards.	Y	Y	Y	C	500	85.00	01-004
Application for Certification as a:	Professional engineers	To certify an engineer to design, construct or inspect tramways.	Y	Y	Y	R	4	15.00	01-005
Application for Disability	TRS members	To apply for disability allowance.	Y	Y	Y	C	30	12.00	01-006
Application for Designation of Donee Screener	Eligible donees	To authorize donee screeners to screen surplus property at government installations.	Y	Y	Y	N	10	12.00	01-007
Application for Eligibility	Eligible donees	To become eligible to receive surplus property.	Y	Y	Y	N	900	12.00	01-008
Application for Employment	Potential employees	To apply for positions in Merit System agencies.	Y	Y	N	R	5,000	50.00	01-009
Application for Official Insignia of Approval	Manufacturers	To order insignias.	Y	Y	Y	N	500	60.00	01-010
Application for Plumbing Permit	Plumbers	To provide information to calculate permit fees & issue a permit.	Y	Y	Y	C	2,000	130.00	01-011
Application for Reclassification	Taxpayers	To provide pertinent information for a reclassification case.	Y	Y	Y	N	1,500	29.10	01-012
Applications for Refund of Member Deposits	TRS members	To request a refund.	Y	Y	Y	N	1,200	10.00	01-013
Application for Registration of Passenger Tramway	Ski area operators	To register all passenger tramways.	Y	Y	Y	R	75	15.00	01-014
Application for Retirement Allowance	TRS members	To notify TRS of intent to retire.	Y	Y	Y	N	400	12.00	01-015
Application for Revaluation of Property	Taxpayers	To provide pertinent information for a tax appeal case.	Y	Y	Y	N	15,000	29.10	01-016
Application for Survivor of Death Benefits	Beneficiaries of deceased members	To indicate type of payment beneficiaries desire.	Y	Y	Y	N	25	12.00	01-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF ADMINISTRATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application for Veteran Preference	Veterans	To obtain proof of service.	Y	N	Y	R	1,000	$ 45.00	01-018
Application for Withdrawal of Contributions	Terminating members	To initiate refund processing.	Y	Y	Y	N	8,000	9.00	01-019
Approval of Subcontractors	Building contractors	To determine if subcontractors meet the requirements of the state.	Y	N	Y	N	1,000	15.00	01-020
Architecture & Engineer Questionnaire	Architects & engineers	To obtain graphics on private sector architectural & engineering firms.	N	N	N	E	15	90.00	01-021
Architect/Engineer Related Services for Specific Project	Architects & engineers	To determine qualifications for the performance of a contract.	Y	N	Y	N	1,200	30.00	01-022
Attending Physicians Statement	Physicians	To obtain medical evidence of disability condition.	Y	Y	Y	N	200	9.00	01-023
Attending Physicians Statement of Disability	Physicians	To obtain evidence of disability status.	Y	N	Y	C	30	10.00	01-024
Audit Exception Form	Political subdivisions	To provide for the certification that audit exceptions will be corrected.	Y	Y	Y	N	250	10.00	01-025
Authorization to Send Retirement Benefit to Bank	TRS retirees	To provide written approval to send benefit checks directly to the bank.	Y	N	Y	R	75	12.00	01-026
Availability Inquiry	Persons with Merit System	To update Merit System records for personnel availability.	Y	N	Y	N	10,000	25.00	01-027
Beneficiary Designation	TRS members & beneficiaries	To designate member beneficiaries.	Y	Y	Y	N	500	12.00	01-028
Bid Security/Performance Bond Receipt	Vendors	To document the return of bid & performance bonds.	Y	Y	Y	C	3,000	45.00	01-029
Bid Security Receipt (Checks)	Vendors	To document return of bid security.	Y	Y	Y	C	1,000	45.00	01-030
Certificate of Election Results	Political subdivisions	To certify referendum results.	Y	Y	Y	N	55	10.00	01-031
Certification of Publication	Newspaper offices	To provide proof of publication of legal advertising.	Y	Y	Y	R	300	15.00	01-032
Civil Rights Act of 1964	Eligible donees	To assure that donees will not discriminate.	Y	Y	Y	N	900	12.00	01-033
Claim for Death Benefit Payment	Beneficiaries	To provide information for death benefit processing.	Y	Y	Y	N	200	9.00	01-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF ADMINISTRATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Claim for Disability Allowance	PERS members	To initiate processing for desirability allowance.	Y	Y	Y	N	150	$ 9.00	01-035
Compliance & Utilization Review	Eligible donees	To record property location & date put into use.	Y	Y	Y	N	650	12.00	01-036
Contract Change Order	Contractors	To change active construction contracts.	Y	N	Y	N	1,200	30.00	01-037
Contribution Reporting Form	Local governments	To report retirement contributions.	Y	Y	Y	N	4,200	25.00	01-038
County Collection Report	County treasurers	For counties to submit monies due various agencies.	Y	Y	Y	N	650	25.00	01-039
Distribution Document	Eligible donees	List property received by eligible organizations.	Y	Y	Y	N	1,200	348.29	01-040
Inquiry Regarding Availability for Appointment	Interview applicants	For applicants to indicate interest in an interview.	Y	N	Y	N	1,000	100.00	01-041
Inspection Report	Tramway inspection engineers	To determine conformance with safety standards.	Y	Y	Y	N	75	15.00	01-042
Labor & Material Bond	Building contractors & surety companies	To execute labor & material bonds required of building contractors.	Y	Y	Y	N	300	15.00	01-043
MOM Order Form	Local governments school districts	To order MOM Volume III Personnel Policies.	Y	Y	N	N	50	22.50	01-044
Membership & Employment Record	Local governments	To register as a member of the Retirement System.	Y	Y	Y	N	8,000	7.00	01-045
Montana Intergovernmental Personnel Act Reimbursement Claim	Local governments	To itemize payments for local governments having federal monies.	Y	Y	Y	R	1,000	15.00	01-046
Application for Service Retirement	Volunteer firemen	To initiate processing of retirement benefits.	Y	Y	Y	N	60	6.00	01-047
Monthly Billing Form	TRS employees	To report & remit TRS member's & employer's contributions.	Y	N	Y	N	5,700	35.00	01-048
Monthly Report of Insignia	Manufacturers	To report serial number of unit on which an insignia was used.	Y	Y	Y	N	500	50.00	01-049
Mortgagor's Application for Approval	Lower public income	To apply for low income loan.	Y	Y	Y	N	1,000	12.00	01-050
Nomination of Change of Beneficiary	PERS members	To designate beneficiaries.	Y	Y	Y	N	500	9.00	01-051

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF ADMINISTRATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Notice of Deposit Obligations	Contractors	To record retained pledge to cover construction contracts around the state.	Y	Y	Y	N	300	$ 10.00	01-052
Order Authorization Letter	Eligible donees	To authorize the ordering of surplus property by phone.	Y	Y	Y	N	900	12.00	01-053
Out-of-State Teaching Verification	TRS members	To verify dates of service & position for prior out-of-state employers.	Y	Y	Y	N	500	12.00	01-054
Performance Bond	Building contractors & surety companies	To execute performance bonds required by building contractors.	Y	Y	Y	N	300	15.00	01-055
Periodic Estimate for Partial Payment	Building contractors	To submit contractors periodic estimates for payment.	Y	N	Y	N	300	15.00	01-056
Plan & Agreement	Political subdivisions	Legal contract to cover political subdivisions.	Y	Y	Y	R	50	12.00	01-057
Plan Review Application	Construction entities	To provide needed data for plan reviews & building inspections, & as a permit.	Y	Y	Y	C	500	60.00	01-058
Professional Services Cost Proposal	Architects & Engineers	To establish a consultant fee for capitol construction projects.	Y	N	Y	N	200	45.00	01-059
Purchase Order	Vendors	To establish in writing that a vendor has been awarded a contract.	Y	Y	Y	N	15,500	55.00	01-060
Record for Membership in TRS	New TRS members	To enroll teachers into TRS.	Y	Y	Y	N	3,000	10.00	01-061
Referendum Eligibility List	Political subdivisions	To allow for supervision of the referendum process by state agencies.	Y	Y	Y	N	55	10.00	01-062
Registration Form	Local governments	To register person for training sessions.	Y	Y	Y	C	1,200	15.00	01-063
Release for Information from Workers' Compensation	Disability applicants	To obtain applicants permission to review medical records.	Y	Y	Y	N	40	9.00	01-064
Report of Affidavit of Bidder	Vendors	To obtain necessary data from vendors to receive bid requests.	Y	Y	Y	R	500	36.00	01-065
Request to Alter Terms & Conditions	Eligible donees	To alter terms & conditions under which federal property is donated.	Y	Y	Y	N	100	16.95	01-066
Request for Electrical Inspection Permit	Electricians	To provide information to calculate permit fees & issue a permit.	Y	Y	Y	C	15,000	86.40	01-067
Request for Payment	Architects & engineers	To request for payments for services rendered.	Y	N	Y	R	100	15.00	01-068

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF ADMINISTRATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Request to Qualify Military Service	PERS members	To apply for qualification of prior military service.	Y	Y	Y	N	200	$ 9.00	01-069
Request for Quotation	Vendors	To solicit bid proposals from public vendors.	Y	Y	Y	N	6,500	50.00	01-070
Request for Quotation (Cover Sheet)	Vendors	To solicit bid proposals from public vendors.	Y	Y	Y	N	1,000	36.00	01-071
Resolution	Eligible donees	To authorize the acquisition of federal surplus property.	Y	Y	Y	N	900	12.00	01-072
Resolutions	Political subdivisions	To initiate procedures to obtain social security coverage.	Y	Y	Y	N	55	12.00	01-073
Resolution of Eligibility Renewal	Eligible donees	To renew eligibility in the surplus property program.	Y	Y	Y	N	900	12.00	01-074
SSD-1	Political subdivisions	To advise subdivisions of their social security account balance.	Y	Y	Y	N	3,500	45.00	01-075
SSD-2	Political subdivisions	To report monthly social security contributions.	Y	Y	Y	R	7,000	44.00	01-076
Schedule of Amounts for Contract Payment	Contractors, architects, engineers	To logically breakdown the contractors bid for payment purposes.	Y	N	Y	N	1,000	15.00	01-077
Schedule of Construction Progress	Building contractors	To indicate a proposed schedule of a construction project.	Y	N	Y	N	1,000	15.00	01-078
Service Retirement Application	PERS members	To initiate processing of retirement benefits.	Y	Y	Y	N	800	9.00	01-079
Social Security Audit Check Sheet	Political subdivisions	To fully document audit of local entity.	Y	Y	Y	N	250	23.00	01-080
Social Security Quarterly Report Audit Exception	Political subdivisions	To advise reporting personnel of errors & incorrect reporting procedures.	Y	Y	Y	N	1,000	12.00	01-081
Standard Form of Agreement Between Owner & Construction Contractors (110)	Building contractors	To write agreements with building contractors who provide services for the state.	Y	Y	Y	N	300	45.00	01-082
Standard Form of Agreement Between Owner & Construction Contractors (110A)	Building contractors	To write agreements with building contractors who provide services for the state.	Y	Y	Y	N	300	45.00	01-083
Standard Form of Agreement Between Owner & Architect	Architectural firms	To write agreements with engineering firms who provide services for the state.	Y	N	Y	R	150	75.00	01-084
Standard Form of Agreement Between Owner & Engineer	Engineering firms	To write agreements with engineering firms who provide services for the state.	Y	N	Y	R	150	75.00	01-085

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF ADMINISTRATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Statement of Termination of Employment	Payroll clerks	To verify termination of employers.	Y	Y	Y	N	1,000	$ 9.00	01-086
Termination of Tax Deferred Annuity Account	TRS members	To discontinue participation in Tax Deferred Annuity Program.	Y	N	Y	R	10	12.00	01-087
Third Party Inspection Permit	Inspection agencies	To certify terms under which modular & factory-built building inspections shall be performed.	Y	Y	Y	N	10	60.00	01-088
Third Party Inspection Certificate	Inspection agencies	To certify terms under which recreational vehicle inspections shall be performed.	Y	Y	Y	N	10	60.00	01-089
Verification of Private Out-of-State Service	TRS members	To verify private out-of-state school teaching.	Y	Y	Y	N	100	12.00	01-090

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF AGRICULTURE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Affidavit	Farmers	To verify ownership of land on which produce is grown.	Y	Y	Y	N	30	$180.00	02-001
Annual Grain Dealer/ Public Warehouseman Report	Grain dealers/ warehousemen	To identify grain dealers & warehousemen doing business.	Y	Y	Y	N	500	25.00	02-002
Application for Bean Warehousemen License	Bean dealers	To identify bean dealers who may purchase, sell or store dry beans.	Y	Y	Y	N	7	180.00	02-003
Application for Itinerant Merchants License	Itinerant merchants	To identify itinerant merchants selling agricultural products.	Y	Y	Y	N	40	246.00	02-004
Application for License for Grain/Seed	Grain merchandizers	To identify grain merchandizers & agricultural seed distributors.	Y	Y	Y	N	500	60.00	02-005
Application & Loan Agreement	Rural youths	To secure loans.	Y	Y	Y	N	50	20.00	02-006
Application for Nurseryman's License	Nursery stock sellers	To identify nursery stock sellers.	Y	Y	Y	N	600	25.00	02-007
Application for Permit of Exemption	Farmers	To identify those who wish to sell their own produce.	Y	Y	Y	N	30	180.00	02-008
Application for Pesticide Applicator/Operator License	Pesticide applicators	To apply for a certificate to apply chemicals in the state.	Y	Y	Y	N	1,000	24.63	02-009
Application for Pesticide Dealer License	Pesticide dealers	To apply for a Pesticide Dealer License.	Y	Y	Y	N	700	15.80	02-010
Application for a Private (Farm) Applicator Special use Permit	Farmers	To apply for a private applicator special use permit.	Y	Y	Y	N	2,000	13.48	02-011
Application for Reduction of Hail Insurance Levy	Farmers	To reduce or discontinue hail insurance.	Y	Y	Y	N	75	20.00	02-012
Application for Registration of Apiaries - New Location	Beekeepers	To register new apiary locations.	Y	Y	Y	N	600	86.00	02-013
Application for Registration of Apiaries - Old Locations	Beekeepers	To register old apiary locations.	Y	Y	Y	N	600	86.00	02-014
Application for Registration of Commercial Feed	Feed producers	To identify commercial feed & pet foods sold to the state.	Y	Y	Y	N	500	99.50	02-015
Application for Registration of Commercial Fertilizer	Fertilizer manufacturers	To identify commercial fertilizer/ soil amendments sold to the state.	Y	Y	Y	N	200	99.50	02-016
Application for Registration of Pesticides	Pesticide owners	To apply for registration of pesticides in the state.	Y	Y	Y	N	350	40.00	02-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF AGRICULTURE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application for Wholesale Dealers License	Wholesale dealers	To identify wholesale dealers selling agricultural produce.	Y	Y	Y	N	40	$180.00	02-018
Bean Dealer & Bean Warehouseman Bond	Bean dealers/ warehousemen	To provide a uniform bond format for surety companies.	Y	Y	Y	C	7	52.00	02-019
Bond for Wholesale Dealers in Agricultural Products	Wholesale dealers	To provide a uniform bond format for surety companies.	Y	Y	Y	C	40	52.00	02-020
Commercial Feed Tonnage & Inspection Fee Report	Feed manufacturers	To list tonnage of all commercial feeds distributed in the state.	Y	Y	Y	N	500	99.50	02-021
Commercial Fertilizer Tonnage	Fertilizer Manufacturers	To list tonnage of all brands or kinds of commercial fert. in the state.	Y	Y	Y	N	800	99.50	02-022
Commercial Pesticide Applicator Bond ($500)	Pesticide applicators	To verify that the applicator is covered for damages.	Y	Y	Y	N	300	23.30	02-023
Commercial Pesticide Applicator Bond ($1500)	Pesticide applicators	To verify that the applicator is covered for damages.	Y	Y	Y	N	100	23.30	02-024
Commercial Pesticide Applicator Verification of Escrow Account	Pesticide applicators	To verify that the applicator is covered for damages.	Y	Y	Y	N	500	15.00	02-025
Consent to Licensing Laws & Designation of Agent	Out-of-state applicators/ dealers	To ensure that papers can be served on out-of-state applicator/ dealer.	Y	Y	Y	N	50	20.00	02-026
Deposit Agreement	Rural youths	To retain control of loan assets.	Y	Y	Y	N	50	20.00	02-027
Feed Lot Statement	Feedlots	To identify grain being sold to feed lot operations.	Y	Y	Y	N	100	25.00	02-028
Financial Responsibility Insurance Certificate	Certificate applicants	To verify that the person is insured in case of any damage or accident.	Y	Y	Y	N	500	15.00	02-029
Grain Dealer & Public Warehouseman Bond	Grain dealer/ warehousemen	To provide a uniform bond format for security companies.	Y	Y	Y	C	250	52.00	02-030
Grain Dealer/Track Buyer Report	Grain dealers/ track buyers	To identify the amount of grain being purchased by grain truckers.	Y	Y	Y	N	100	25.00	02-031
Grain Merchandizer Bond	Grain merchandizers	To provide a uniform bond format for surety companies.	Y	Y	Y	C	100	52.00	02-032
Grain Movement Report	Grain dealers	To gather data grain shipments.	Y	Y	Y	N	3,500	39.00	02-033
Hail Insurance Policy	Farmers/county assessors	To provide hail coverage on growing crops.	Y	Y	Y	N	2,000	110.17	02-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF AGRICULTURE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Hail Loss Claim	Farmers	To report hail losses.	Y	Y	Y	N	700	$ 20.00	02-035
Itinerant Merchant's License Bond	Itinerant merchants	To provide a uniform bond format for surety companies.	Y	Y	Y	C	40	52.00	02-036
Lab Card	Grain industries	Identification of grain sample.	Y	N	Y	N	50,000	4.80	02-037
Lease Agreement	Rural youths	To provide for loan security.	Y	Y	Y	N	50	50.00	02-038
License to Sell Commercial Feed/Fertilizer	Feed sellers	To identify distributors of commercial feed & fertilizers.	Y	Y	Y	N	600	160.00	02-039
Loan Disclosure Statement	Rural youths	Discloses interest & charges for loan administration.	Y	Y	Y	N	50	20.00	02-040
Monthly Grain Dealer/ Public Warehousemen Report	Grain dealer/ public warehousemen	To provide data on public warehouse storage.	Y	Y	Y	N	500	25.00	02-041
Mustard Seed Contractor Bond	Mustard seed contractors	To provide a uniform bond format for surety companies.	Y	Y	Y	C	5	52.00	02-042
Notice of Appointment and/or Termination of Countersigning Officer	Rural youths	To establish countersigner for loan disbursement.	Y	Y	Y	N	50	20.00	02-043
Promissory Note	Rural youths	To secure a loan.	Y	Y	Y	N	50	20.00	02-044
Refund Application	Wheat/barley producers	To provide for refund of wheat or barley assessment.	Y	Y	Y	N	100	25.00	02-045
Request for State Hail Insurance on Hailed Grain	Farmers	To request hail insurance on hailed grain.	Y	N	Y	N	75	20.00	02-046
Security Agreement	Rural youths	To secure a loan.	Y	Y	Y	N	50	20.00	02-047
State Education Loan Supplemented Application	Rural youths	Application to secure a loan.	Y	Y	Y	N	30	20.00	02-048
Surety Bond for Agr. Seed Public Wrks./Agr. Seed Buyer	Seed buyers/ warehousemen	To provide a uniform format for surety companies.	Y	Y	Y	N	200	52.00	02-049

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY QUESTIONNAIRE SYNOPSIS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Agreement with Governing Authority	Local governments	To document Library Services & Construction Act fund expenditures.	Y	Y	Y	C	12	$ 12.00	03-001
Library Service	Local governments	To specify services be performed by the contracting library.	Y	N	Y	N	5	50.00	03-002
Application for Admission	Parents of student	Gather data for admission purposes.	Y	Y	Y	N	15	50.00	03-003
Application for Coal Severance Tax Grant	Local governments	To record federation headquarters libraries grant applications.	Y	N	Y	N	3	50.00	03-004
Application for Sports Participation	Parents of students	To obtain parental permission for child to participate in sports.	Y	Y	Y	N	130	50.00	03-005
Certification Form	Citizens	To determine eligibility.	Y	Y	Y	N	360	22.00	03-006
Expenditure Report	Local governments	To document expenditures of LSCA funds.	Y	Y	Y	N	30	12.00	03-007
Expenditure Report for Coal Severance Tax Grant	Local governments	To record expenditures of coal severance tax grants by public federation headquarters.	Y	N	Y	N	24	50.00	03-008
Federation Project Application	Local governments	To document expenditure of LSCA funds.	Y	Y	Y	C	24	12.00	03-009
History - Pediatric	Parents of student	Gather parent & pediatric data on child admitted.	Y	Y	Y	N	15	50.00	03-010
Historic Preservation Grant Application	Historic property owners	To apply for grants for historic preservation.	Y	Y	Y	N	200	300.00	03-011
Hospital Admission	Parents of student	To allow the school to admit child to a hospital if necessary.	Y	Y	Y	N	130	50.00	03-012
Inactive Patrons Letter	Citizens	To notify patrons of rules dealing with use of cassette machines.	Y	Y	Y	N	150	12.00	03-013
Intent to Conduct Evaluation	Parents of student	Parental signoff for child assessment.	Y	Y	Y	N	130	50.00	03-014
Interlibrary Loan Statistics	Local governments	To compile federation-wide interlibrary loan (ILL) statistics.	Y	N	Y	N	72	12.00	03-015
Magazine Update	Citizens	To update & weed out magazine files.	Y	N	Y	N	75	12.00	03-016
Montana Online Reference Search Request Form	Citizens/local governments	To conduct computerized literature searches.	Y	N	Y	R	1,400	12.00	03-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

BOARD OF PUBLIC EDUCATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
National Register of Historic Places	Nominators	To nominate sites to the National Register of Historical Places.	Y	Y	Y	N	350	$ 30.00	03-018
Patron Questionnaire	Citizens	To inform patrons of magazines available.	Y	N	Y	N	400	12.00	03-019
Public Library Annual Statistical Report	Local governments	To gather & compile statistical data on Montana public libraries.	Y	Y	Y	N	125	50.00	03-020
Reader's Digest Patrons	Local governments	To inform public libraries which patrons wish to receive Reader's Digest.	Y	N	Y	N	100	12.00	03-021
Receipt Form	Citizens	To acknowledge receipt of machines.	Y	N	Y	N	1,000	12.00	03-022
Release of Records	Parents of student	To obtain permission to obtain student data from other institutions.	Y	Y	Y	N	15	50.00	03-023
Request for 1st Payment	Local governments	To properly document for the expenditure of LSCA funds.	Y	Y	Y	N	30	12.00	03-024
Researcher Registration & Use Record	Research patrons	Record of use of Historical Society collections.	Y	N	Y	N	500	28.00	03-025
Shot Record	Parents of student	To obtain immunization data on child.	Y	Y	Y	N	130	50.00	03-026
Special Funds Report	Local governments	To report funds to be excluded from the maintenance of effort requirement.	Y	N	Y	N	6	50.00	03-027
Update of Machine at Libraries	Local governments	To update machine inventories at public libraries.	Y	Y	Y	N	14	12.00	03-028

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF BUSINESS REGULATIO

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Appearance Sheet	Witnesses in public hearing	To notify persons appearing in hearing.	Y	N	Y	N	50	$ 20.00	04-001
Application for Consumer Loan License	Consumer loan license applicants	To apply for Consumer Loan License.	Y	Y	Y	N	25	40.00	04-002
Application for Course Approval	Proprietary schools	Used in initial application for school licensure.	Y	N	Y	N	20	15.00	04-003
Application for Curriculum of Study Approval	Proprietary schools	Used in initial application of school licensure.	Y	N	Y	N	20	15.00	04-004
Application for Distributor's License	Milk distributors	To apply for a license to distribute milk.	Y	Y	Y	N	50	20.00	04-005
Application for Jobber's License	Independent milk contractors	To license independent milk contractors.	Y	Y	Y	N	200	15.00	04-006
Application to Operate a Proprietary School	Proprietary schools	To obtain a license to operate a proprietary school.	Y	N	Y	N	18	15.00	04-007
Application for a Petroleum Dealer's License	Petroleum dealers	Licensing of devices & a source of revenue collection.	Y	Y	Y	N	2,200	17.00	04-008
Application for a Producer/Distributor License	Producers/ distributors of grade 'A' milk	To license dairy farmers who distribute milk on the farm.	Y	Y	Y	N	25	20.00	04-009
Application for Producer's License	Milk producers	To license producers of grade 'A' milk.	Y	Y	Y	N	500	15.00	04-010
Application for Registered Servicemen	Repairmen	To register service personnel.	Y	Y	Y	N	30	15.00	04-011
Application for Sales Finance Company License	Applicants	To apply for a Sales Finance Company License.	Y	Y	Y	N	25	60.00	04-012
Application for Weighing Device License	Weighing device	Licensing of devices.	Y	Y	Y	N	3,500	19.66	04-013
Auto Manufacturer, Distributors & Importers Application	Auto manufacturers	To apply for state license to operate within the state.	Y	Y	Y	N	106	15.15	04-014
Bond of Proprietary School	Proprietary schools	To create a surety bond for schools.	Y	Y	Y	N	18	15.00	04-015
Certificate of Moral Character	Proprietary schools	To obtain references for applicants for licenses.	Y	Y	Y	N	20	15.00	04-016
Consumer Complaint Form	Consumers	To make a formal consumer complaint.	Y	N	Y	N	3,500	15.15	04-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF BUSINESS REGULATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Distributors Report of Receipts & Utilization	Milk distributors	To provide monthly sales & production of milk purchased in MT.	Y	Y	Y	R	250	$ 60.00	04-018
Exemption Request	Proprietary schools	To request exemption from licensing & bonding requirements of Title 75.	Y	N	Y	N	5	15.00	04-019
Individual Bond of Proprietary School Agent	Proprietary schools	To create a surety bond on a school agent.	Y	Y	Y	N	40	15.00	04-020
Instructional - Administrative Personnel	Proprietary schools	To document qualifications of instructional & administrative personnel.	Y	N	Y	N	30	15.00	04-021
License for Sale Finance Company	Licensed sales finance companies	To collect annual fees for the general fund.	Y	Y	Y	N	200	13.00	04-022
License - Supplementary - To Contract Loans	Consumer loan lenders	To provide for collection of annual license fees.	Y	Y	Y	N	140	12.00	04-023
Licensed Producers & Distributor Administrative Assessment	Distributors (processing plants)	To report money deducted from producers payroll for admin. assessments.	Y	Y	Y	N	168	20.00	04-024
List of Officers & Directors	Banks & trust companies	To have in dept. files a current record of officers of each bank.	Y	Y	Y	N	215	15.00	04-025
Montana Application for Agents Permit	Proprietary schools	To apply for agents permit to solicit & perform services for a proprietary school.	Y	N	Y	N	20	15.00	04-026
MT Credit Union Supervisory Fee	Credit unions	To provide for collection of annual fees.	Y	Y	Y	N	60	12.00	04-027
New Motor Vehicle Dealers License Application	New motor vehicle dealers	To apply for dealers license.	Y	Y	Y	N	480	15.15	04-028
Renewal of Contract Consumer Loans License	Consumer loan lenders	To provide for collection of annual license fees.	Y	Y	Y	N	140	12.00	04-029
Oath of Directors	Banks & trust companies	To have in dept. files a current record of directors of each bank.	Y	Y	Y	N	250	15.00	04-030
Oath of Directors (Building & Loans)	Savings & loan associations	To obtain a current list of savings & loan directors.	Y	Y	Y	N	10	15.00	04-031
Out of State Distributors Administrative Assessment	Out of state distributors & jobbers	To report sales & administrative assessments of products sold in Montana.	Y	Y	Y	N	200	20.00	04-032
Out of State Distributor's Report of Sales	Out of state distributors	To report pounds of milk sold by out-of-state distributors.	Y	Y	Y	R	400	30.00	04-033
Placing in Service Report	Registered salesmen	To inform the dept. of devices/ repairs being placed in service.	Y	Y	Y	N	1,200	35.00	04-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF BUSINESS REGULATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Producer - Butterfat Testing Assessments	Distributors (processing plants)	To report amounts deducted from producers payroll for butterfat testing.	Y	Y	Y	R	168	$ 20.00	04-035
Producer - Distributor Administrative Assessments	Producers - distributors	To report amount of milk sold which applies to assessment rate.	Y	Y	Y	N	120	20.00	04-036
Producer Distributor &/or Jobber Report	Producers who sell milk	To report pounds of milk sold, produced & utilized in Montana.	Y	Y	Y	R	20	20.00	04-037
Proprietary School Complaint	Consumers	For consumers to state complaints with a school or agent.	Y	Y	Y	N	5	15.00	04-038
Publishers Certificate - Report of Condition of	Savings & loan associations	To report statements of condition on Montana savings & loans.	Y	Y	Y	N	10	15.00	04-039
Renewal Application for Agent's Permit	Proprietary schools	To renew a proprietary school agent's permit to solicit & perform services.	Y	N	Y	N	30	15.00	04-040
Renewal Application to Operate a Proprietary school	Proprietary schools	To renew proprietary school license.	Y	N	Y	N	18	15.00	04-041
Report of Condition	Credit unions	To compile statistics relative to Montana's credit union industry.	Y	Y	Y	N	60	45.00	04-042
Report of Declaration & Payment of Dividend	Banks & trust companies	To report individuals declared.	Y	Y	Y	N	150	15.00	04-043
Annual Report of Licensee	Consumer loan lenders	To compile statistics relative to Montana's consumer loan industry.	Y	Y	Y	N	200	250.00	04-044
Report of Ultimate Usage of Milk Produced from Another Distributor	Dairy processors	To report how distributors utilize purchased milk.	Y	N	Y	N	600	150.00	04-045
Request for Placing In Service Permit for Petroleum Measuring Devices	Device owners	To inform the dept. of devices placed in service.	Y	Y	Y	N	200	17.00	04-046
Stockholders	Banks & trust companies	To have in dept. files a record of ownership of banks.	Y	Y	Y	N	125	15.00	04-047
Trustee Funds Held for Prearranged Funeral Plans	Banks & savings & loan associations	To have available to the public records on prearranged funeral trust funds.	Y	Y	Y	N	200	15.00	04-048
Verification	Dairy farmers	To determine if dairy farmers record & payment agree with records in purchasers office.	Y	N	Y	N	900	15.00	04-049

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

COMMISSIONER OF HIGHER EDUCATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application for Admission to Graduate School	Students	To gather information about students wishing to enter graduate school.	Y	N	Y	N	200	$ 12.00	05-001
Application for High School Honor Scholarship	High school principals	To certify & recommend high school seniors to receive honor scholarship.	Y	N	Y	N	500	140.00	05-002
Personal Reference for Graduate School	General public	To obtain personal references for potential graduate students.	Y	N	Y	N	200	12.00	05-003
Petition for In-State Fee Classification	Non-matriculated students	To determine a person's eligibility to matriculate as a Montana resident.	Y	N	Y	N	200	140.00	05-004
Uniform Application for Admission to Montana Institutions of Higher Education	Students	To enter an institution of higher education - both public & private.	Y	N	Y	N	15,000	36.00	05-005

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF COMMUNITY AFFAIRS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Agreement for Safe-keeping of Pledged Securities	Financial institutions	To establish terms to furnish security for local government deposits.	Y	Y	Y	N	3,500	$ 30.00	06-001
Affidavit of Commercial Air Operator	Commercial air operators	To register commercial air operators.	Y	Y	Y	N	250	161.70	06-002
Aircraft Transfer Notification	Parties selling aircraft	To notify the state of a sale of a plane.	Y	Y	Y	N	75	15.00	06-003
Application for FAA Aircraft Registration Certificate	Aircraft owners	To register all aircraft in the state.	Y	Y	Y	N	1,700	106.90	06-004
Authorization to Release Information	Eligible Section 8 participants	To permit the agency to verify financial data for Section 8 rent subsidy program.	Y	N	Y	N	1,600	15.00	06-005
Authorized Signature Sheet	Human Resources Development Council Staff	To designate an official who is responsible to sign off on requisitions & program status reports.	Y	N	Y	N	25	3.75	06-006
Certificate of Family Participation	Section 8 participants	Authorizes a family to find a suitable rental under stated limitations.	Y	Y	Y	N	600	15.00	06-007
Dwelling Unit Inspection Report	Section 8 participants	To determine if a selected unit complies with program guidelines.	Y	Y	Y	N	1,600	60.00	06-008
Home Insulation Report	Human Resources Development Council Staff	To provide information on homes weatherized.	Y	Y	Y	N	3,000	30.00	06-009
Housing Assistance Payments Contract	Section 8 landlords	To provide a contracted agreement between landlords & the Section 8 program.	Y	Y	Y	R	1,600	30.00	06-010
Lease Agreement	Section 8 participants	To provide for rental agreement between Section 8 tenants & landlords.	Y	Y	Y	N	1,600	80.00	06-011
Pilot Registration	Pilots within the state	To register all pilots within the state.	Y	Y	Y	N	4,600	25.91	06-012
Program Status - Board Training	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	65	15.00	06-013
Program Account Budget Support Sheet	Human Resources Development Council Staff	To provide budgetary information when applying for a grant.	Y	Y	Y	N	30	15.00	06-014
Program Status - Community Food & Nutrition Program	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	65	15.00	06-015
Program Status - Crisis Intervention	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	65	15.00	06-016
Program Status - CSA - Weatherization	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	65	15.00	06-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF COMMUNITY AFFAIRS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Program Status - DOE - Weatherization	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	65	$15.00	06-018
Program Status - Family Education Center	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	30	15.00	06-019
Program Status - Farmworker Youth	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	260	15.00	06-020
Program Status Florence Crittenton	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	260	15.00	06-021
Program Status - Migrant/Seasonal Farmworker Program	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	260	15.00	06-022
Program Status - SOS	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	65	15.00	06-023
Program Status - SYRP	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	65	15.00	06-024
Program Status - Summer Youth Employment Program	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	65	15.00	06-025
Program Status - Youth Community Conservation Improvement Program	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	260	15.00	06-026
Program Status - Youth Employment & Training Program	Human Resources Development Council Staff	To provide financial & programmatic information for monitoring purposes.	Y	Y	Y	N	260	15.00	06-027
Project Progress Review Report	Human Resources Development Council Staff	To report program accomplishment of a grant.	Y	Y	Y	N	200	15.00	06-028
Request for Lease Approval	Section 8 participants	To furnish information regarding a prospective unit to be subsidized.	Y	Y	Y	N	1,600	15.00	06-029
Requisition for Funds	Human Resources Development Council Staff	To justify needs & requisition cash.	Y	Y	Y	N	150	15.00	06-030
Section 8 Preliminary Application	Section 8 applicants	To apply for Section 8 benefits.	Y	Y	Y	N	2,000	20.00	06-031
Standard Audit Contract	Certified public accountants	To contract department audits.	Y	Y	Y	N	1,500	50.00	06-032
Summary of Work Programs & Budget	Human Resources Development Council Staff	To provide goals & objectives of proposed grant.	Y	Y	Y	N	500	15.00	06-033
Unicom Station Log	Unicom operators	To log aviation communications.	Y	Y	Y	N	100	225.00	06-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF COMMUNITY AFFAIRS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
YCCIP Title III Project Status Form	Human Resources Development Council Staff	To amend a specific YCCIP project.	Y	N	Y	N	120	$ 40.00	06-035

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF FISH, WILDLIFE & PARKS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Affidavit of Lost Special License	Sportsmen	To be able to apply for a lost special license in a new license year.	Y	N	Y	N	200	$ 20.00	07-001
Application - Commercial Minnow Seining License	Applicants	For persons to obtain a commercial seining license.	Y	Y	Y	N	40	30.00	07-002
Application for Commercial Fishing Permit	Commercial fisherman	To apply for a commercial fishing permit.	Y	Y	Y	N	5	45.00	07-003
Application for Contract Commercial Fishing	Commercial fishermen	To apply for contract commercial fishing privileges.	Y	Y	Y	N	10	15.00	07-004
Application - Disabled Person's Fishing Permit	Disabled fishermen	To certify disability & residency to meet the permit guidelines.	Y	Y	Y	N	1,500	30.00	07-005
Application for Duplicate or Lost License	Sportsmen	To allow sportsmen to purchase a duplicate license for one lost.	Y	Y	Y	N	3,600	10.00	07-006
Application for Falconers License	Falconers	To obtain permission to capture and/or keep hawks and falcons in captivity.	Y	Y	Y	N	60	30.00	07-007
Application for Field Trial Permit	Persons desiring to conduct field trials	To obtain permission to conduct field trials.	Y	Y	Y	N	10	30.00	07-008
Application for Fish Pond License	Fish pond applicants	To apply for a fish pond license.	Y	Y	Y	N	50	30.00	07-009
Application for Game Farm	Game farm applicants	To apply for license to breed & propagate game birds and furbearing animals.	Y	Y	Y	N	25	30.00	07-010
Application for Grizzly Bear Trophy License	Grizzly bear hunters	To provide needed information for grizzly bear management.	Y	Y	Y	N	25	15.00	07-011
Application for LWCF	Political subdivisions	To apply for federal land & water conservation fund grant for outdoor recreation purposes.	Y	Y	Y	N	300	45.00	07-012
Application for License Agent	Potential agents	To apply to become a license agent.	Y	Y	Y	N	200	15.00	07-013
Application for Mountain Lion Trophy License	Mountain lion hunters	To provide needed information for mountain lion management.	Y	Y	Y	C	100	15.00	07-014
Application for Mountain Sheep Permit	Mountain sheep hunters	To obtain a mountain sheep transportation permit & trophy tag.	Y	Y	Y	N	225	15.00	07-015
Application Non-Resident Guide	Non-residents desiring guide license	To make application for professional guide license.	Y	Y	Y	C	5	30.00	07-016
Application for Outfitters License	Outfitter applicants	To apply for an outfitters license.	Y	Y	Y	N	430	30.00	07-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF FISH, WILDLIFE & PARKS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application for Professional Guides License	Guides	To receive a license to guide hunters or fishermen.	Y	Y	Y	N	720	$ 30.00	07-018
Application for Shooting Preserve	Shooting preserve applicants	To provide information from persons desiring to operate a shooting preserve.	Y	Y	Y	N	5	30.00	07-019
Application for Zoo Permit	Zoo operators	To make application for a roadside menagerie or zoo permit.	Y	Y	Y	N	10	30.00	07-020
Archery Hunting Survey	Archerers	To determine the harvest of elk, deer & antelope by bow hunters.	Y	Y	Y	N	7,500	45.00	07-021
Black Bear Harvest Survey	Black bear hunters	To determine the statewide harvest of black bear.	Y	Y	Y	N	22,000	45.00	07-022
Boat Safety Course Application	Safety course applicants	To apply for a boat safety course.	Y	N	Y	N	500	17.00	07-023
Bow and Arrow License	Archery hunters	To authorize holders to hunt with a bow and arrow.	Y	Y	Y	N	10,500	54.79	07-024
Commercial Fish Pond Report	Comm. fish pond operators	To report commercial fish pond operator's transactions.	Y	Y	Y	N	25	15.00	07-025
Commercial Pond Bond	Comm. fish pond operators	To obtain a bond for commercial fish pond operators.	Y	Y	Y	N	46	15.00	07-026
Deer "B-Tag" Harvest Survey Special Permit	"B" deer tag holders	To determine harvest of deer by hunting district by holders of 2nd or special permits.	Y	Y	Y	N	6,600	45.00	07-027
Deer/Elk Harvest Survey	Deer & elk hunters	To determine deer & elk harvest by hunting district.	Y	Y	Y	N	86,000	45.00	07-028
Deer Harvest Survey - Special Permit	Special deer permit holders	To determine the harvest of deer by persons holding special permits.	Y	Y	Y	N	6,000	45.00	07-029
Display Cards - "Mont Outdoors"	General public	To solicit subscriptions to "Montana Outdoors".	Y	Y	Y	N	16,000	5.00	07-030
Duplicate Resident & Non-Resident License	License holders	To duplicate lost licenses.	Y	Y	Y	N	3,000	196.90	07-031
Elk Harvest Survey - Special Permit	Special elk permit holders	To determine harvest of elk by persons holding special elk permits.	Y	Y	Y	N	11,000	45.00	07-032
Fishermans Log	Fishermen	To furnish information for more efficient fish management.	Y	N	N	N	600	3.25	07-033
Game Bird Harvest Survey	Bird hunters	To determine statewide upland bird harvest.	Y	Y	Y	N	30,000	45.00	07-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF FISH, WILDLIFE & PARKS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Grizzly Bear Information Request	Grizzly bear license holders	To obtain more information for the management of grizzly bears.	Y	Y	Y	N	875	$ 15.00	07-035
Hunter Casualty Report Form	Persons involved in hunting casualties	To report circumstances in hunting accidents.	Y	N	Y	N	50	30.00	07-036
Hunter Safety Application Form	Persons age 12-18 desiring to hunt	To apply for a hunter's safety class before being issued a license.	Y	Y	Y	N	6,000	30.00	07-037
LWCF Agreement Between Local Agency & FWP	Political Subdivisions	To bind the department & the local entities for administering federal grant programs.	Y	N	Y	N	40	80.00	07-038
LWCF - Billing Form	Political Subdivisions	To allow federal grant reimbursement to local agencies.	Y	Y	Y	N	150	75.00	07-039
Menagerie or Zoo Log Book	Menagerie & zoo permit holders	To provide information & animals received & their dispositions.	Y	Y	Y	N	10	15.00	07-040
"Montana Outdoors" Subscription Envelope	General public	To solicit subscriptions.	Y	Y	Y	N	250,000	13.40	07-041
"Montana Outdoors" Subscription Envelope	General public	To solicit subscriptions.	Y	Y	Y	N	250,000	16.90	07-042
"Montana Outdoors" Subscription	General public	To subscribe to "Montana Outdoors" magazine.	Y	Y	Y	N	16,000	5.00	07-043
"Montana Outdoors" Subscription Card	General public	To solicit subscriptions.	Y	Y	Y	N	51,000	10.78	07-044
Montana Sportsmen & Wildlife Conservation License	Hunters & fishermen	To enable a resident to possess one license for all fishing & regular hunting privileges.	Y	Y	Y	N	2,700	516.94	07-045
Monthly Remittance for Regular Agents	License agents	To report license sales for the previous month.	Y	Y	Y	R	12,000	58.99	07-046
Mountain Lion Information Request	Mountain lion hunters	To request information on the activities of mountain lion hunters.	Y	Y	Y	N	750	11.63	07-047
Non-Resident Application	Non-residents	To allow non-residents to apply for fishing & hunting license.	Y	N	Y	R	20,000	20.00	07-048
Non-Resident Bird License	Non-residents	To allow non-residents to hunt birds.	Y	Y	Y	N	2,200	56.14	07-049
Non-Resident Mountain Lion License	Non-residents	To allow non-residents to hunt mountain lion.	Y	Y	Y	N	125	51.25	07-050
Non-Resident One Day Fish License	Non-residents	To allow non-residents to fish for one day.	Y	Y	Y	N	155,000	56.14	07-051

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF FISH, WILDLIFE & PARKS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Non-Resident Season Fish License	Non-residents	To allow non-residents to fish the entire license year.	Y	Y	Y	N	14,100	$ 56.14	07-052
Non-Resident 6-Day Fishing License	Non-residents	To allow non-residents to fish for a six day period.	Y	Y	Y	N	22,800	56.14	07-053
Non-Resident Spring Season Black or Brown Bear License	Non-residents	To allow non-residents to hunt bear in the early spring.	Y	Y	Y	E	600	51.25	07-054
Non-Resident Wildlife Conservation License	Non-residents	Prerequisite for purchasing non-resident licenses.	Y	Y	Y	N	107,000	51.25	07-055
Notice of Construction of Hydraulic Project Affecting Fishing Waters	Political sub-divisions	To comply with provisions of Stream Protection Act.	Y	Y	Y	R	150	90.00	07-056
Outfitter - Client Contract Agreement	Outfitters & clients	To provide for agreement of services between an outfitter & client	Y	N	Y	N	2,000	23.00	07-057
Outfitters Report Form	Licensed outfitters	To report persons that were guided during the past year.	Y	Y	Y	N	430	15.00	07-058
Renewal Falconer's License	Licensed falconers	To renew a falconer's license.	Y	Y	Y	N	60	30.00	07-059
Request for Commercial Beaver & Marten Tags	Beaver & marten farmers	To obtain tags so the animals may be sold to fur dealers.	Y	Y	Y	N	100	15.00	07-060
Resident Application	Sportsmen	For sportsmen to apply for special licenses & permits.	Y	N	Y	R	65,000	20.00	07-061
Resident Bird - Adult License	Adult residents	To allow residents to hunt birds.	Y	Y	Y	N	60,000	54.79	07-062
Resident Bird - Youth License	Minor residents	To allow minor residents to hunt birds.	Y	Y	Y	N	5,000	54.79	07-063
Resident Black/Brown Bear License	Residents	To allow residents to hunt black bear.	Y	Y	Y	N	8,500	51.25	07-064
Resident Deer A - Adult License	Residents	To allow residents to hunt deer.	Y	Y	Y	N	110,000	51.25	07-065
Resident Deer A - Youth License	Minor residents	To allow minor residents to hunt deer.	Y	Y	Y	N	8,500	51.25	07-066
Resident Elk - Adult License	Residents	To allow residents to hunt elk.	Y	Y	Y	N	75,500	51.25	07-067
Resident Elk - Youth License	Minor residents	To allow minor residents to hunt elk.	Y	Y	Y	N	5,000	51.25	07-068

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF FISH, WILDLIFE & PARKS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Resident Fish License	Residents	To allow residents to fish.	Y	Y	Y	N	175,000	$ 54.79	07-069
Resident Grizzly License	Residents	To allow residents to hunt grizzly bear.	Y	Y	Y	N	500	51.25	07-070
Resident Grizzly Bear License Application	Residents	To administer resident grizzly bear licenses.	Y	Y	Y	N	800	10.50	07-071
Resident Mountain Lion License	Residents	To allow residents to hunt mountain lion.	Y	Y	Y	N	700	51.25	07-072
Resident/Non-Resident Fur Dealer License Application	License applicants	To apply for a fur dealers license.	Y	N	Y	N	60	15.00	07-073
Residency Statement	Residents	To establish that the purchaser is a resident of Montana.	Y	Y	Y	N	25,000	51.25	07-074
Resident Temporary Conservation License	Residents	Serves as a temporary conservation license.	Y	Y	Y	N	4,000	51.25	07-075
Shooting Preserve Register	Shooting preserve license holders	To report persons that utilize the preserve.	Y	Y	Y	N	10	15.00	07-076
Snowmobile Course Applications	Snowmobilers	To enroll in the snowmobile safety course.	Y	N	Y	N	500	17.00	07-077
Special Big Game Harvest Survey	Hunters	To determine big game harvest of special hunts.	Y	Y	Y	N	1,500	25.00	07-078
Special Big Game Harvest Survey	Moose, sheep, goat & antelope permit holders	To determine harvest of specified game by special permit holders.	Y	Y	Y	N	14,000	45.00	07-079
Sport Fishing Survey	Fishermen	To gather information on Montana's lakes & streams.	Y	N	N	N	36,000	219.00	07-080
Taxidermist License Application	Taxidermists	To apply for a taxidermist license.	Y	Y	Y	N	99	15.00	07-081
Taxidermist Record	Taxidermists	To report the animals processed.	Y	Y	Y	N	100	15.00	07-082
Trapper Questionnaire	Licensed trappers	To report the number & the type of furbearers & other mammals trapped.	Y	Y	Y	N	7,000	37.90	07-083
Turkey Harvest Survey	Turkey hunters	To determine the harvest of turkeys during spring & fall seasons.	Y	Y	Y	N	6,000	45.00	07-084
Turkey License	Turkey hunters	To allow residents & non-residents to hunt turkeys.	Y	Y	Y	N	3,500	51.25	07-085

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF FISH, WILDLIFE & PARKS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Unused License Return Form	License agents	To report return of licenses that were not used during the year.	Y	Y	Y	R	500	$ 66.90	07-086
Waterfowl Harvest Survey	Waterfowl hunters	To determine harvest of statewide waterfowl harvest by species & by flyway.	Y	Y	Y	N	30,000	45.00	07-087
Whistling Swan Special Permit	Swan hunters	To determine harvest of whistling swans in Teton County.	Y	Y	Y	N	500	30.50	07-088
Wild Marten Tags Application	Licensed trappers	For trappers to receive tags so that their martens can be processed.	Y	Y	Y	N	200	15.00	07-089
Wing Envelope Survey	Upland bird hunters	To determine age ratios, reproductive rates & hatching dates of upland birds.	Y	Y	Y	N	7,500	60.00	07-090
Wolverine Harvest Report Form	Wolverine harvesters	To provide information for the management of wolverines.	Y	N	Y	N	50	15.00	07-091

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HEALTH & ENVIRONMENTAL SCIENCES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Acknowledgement of Paternity	Parents	For putative fathers to acknowledge paternity.	Y	Y	Y	N	250	$ 12.00	08-001
Acknowledgement of Paternity for Legitimation	Parents	To permit the preparation of a new birth certificate.	Y	Y	Y	N	100	12.00	08-002
Affidavit for Correction of a Record	General public	To correct birth, death certificates.	Y	Y	Y	N	1,000	12.00	08-003
Affidavit for Out-Of-Wedlock Birth	Parents	To insure that the parent is indeed the parent.	Y	Y	Y	R	100	12.00	08-004
Age at Death Query	Morticians	To query correctness of age at death.	Y	Y	Y	N	105	50.00	08-005
Air Quality Permit Application	Industry	To apply for permit for asphalt, concrete, & gravel plants.	Y	Y	Y	R	75	150.00	08-006
Air Quality Permit for Sources of Air Pollution	Industry	To apply for operating permit.	Y	Y	Y	R	200	150.00	08-007
Ambulance Trip Report	Ambulance Companies	To evaluate the performance of EMS systems on a state & regional basis.	Y	N	Y	R	25,000	110.00	08-008
Annual Survey of Home Health Agencies	Home health agencies	To gather management/financial & service information.	Y	Y	Y	N	35	250.00	08-009
Annual Survey of Hospitals	Hospitals	To gather management/financial & service information.	Y	Y	Y	N	125	1,700.00	08-010
Annual Survey of Long-Term Facilities	Long Term care facilities	To gather management/financial & service information.	Y	Y	Y	N	200	1,500.00	08-011
Application	Child food program participants	To gather data about each program participant.	Y	Y	Y	N	100	12.00	08-012
Application for Certificate of Need	Applicants	To apply for Certificate of Need.	Y	Y	Y	R	100	1.00	08-013
Application for License	Campground/ court operators	To gather data necessary for licensing.	Y	Y	Y	R	400	10.00	08-014
Application for License	Food purveyor operators	To gather data necessary for licensing.	Y	Y	Y	R	1,000	10.00	08-015
Application for License	Health care facilities	To obtain license information.	Y	Y	Y	N	30	50.00	08-016
Application for License	Public accommodation operators	To gather data necessary for licensing.	Y	Y	Y	R	300	10.00	08-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HEALTH & ENVIRONMENTAL SCIENCES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application for Radioactive Material License	Industries wishing to use radioactive materials	To approve application for use of radioactive materials.	Y	Y	Y	N	20	$ 20.00	08-018
Application for Solid Waste Management System	Solid waste operators	For license applications.	Y	Y	Y	N	50	30.00	08-019
Approval Fluoridation of Public Water Supplies	Local governments	To approve the addition of fluoride to public water supply.	Y	Y	Y	N	5	50.00	08-020
Authorization for Applicants	Physicians	To authorize the use of an appliance (brace).	Y	N	Y	N	20	16.00	08-021
Authorization for Service & Care	Physicians	To provide for agreement to pay for services authorized.	Y	N	Y	N	2,500	50.00	08-022
Authorized Signatures for Signing WIC Drafts	WIC agencies	To report staff who will be signing WIC drafts.	Y	Y	Y	N	100	20.15	08-023
Baseline Data Adult Health History	Community health agencies	To record the result of a history taking interview with an adult.	Y	Y	Y	N	634	9.00	08-024
BCRR Monthly Report	Local family planning staff	To report monthly expenditures by cost center.	Y	Y	Y	N	200	9.00	08-025
Birth Certificate Query	Hospitals	To query items on birth certificates.	Y	Y	Y	N	540	50.00	08-026
Cause-of-Death Query	Physicians, coroner	To query for missing data to code cause of death.	Y	Y	Y	N	300	50.00	08-027
Certificate of Adoption	Lawyers, court clerks	To provide adoption dates.	Y	Y	Y	N	800	22.00	08-028
Certificate of Death	Morticians, coroners, etc.	To record the fact of death for legal purposes.	Y	Y	Y	N	12,000	53.12	08-029
Certificate of Fetal Death	Hospitals	To provide statistical data on fetal deaths in Montana.	Y	Y	Y	N	125	135.00	08-030
Certificate of Live Birth	Hospitals	To legally register births occurring in Montana.	Y	Y	Y	N	25,000	44.03	08-031
Chemical Analysis of Water	Water sample providers	To obtain water sample data.	Y	Y	Y	N	100	20.00	08-032
Child Application	Parents	To collect income data from parents of children enrolled in the Child Care Food Program.	Y	Y	Y	N	1,000	15.00	08-033
Child Care Food Program - Site Application	Participants	To obtain data when a child care institution operates more than one site.	Y	Y	Y	N	250	5.00	08-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HEALTH & ENVIRONMENTAL SCIENCES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Child Health Screening Report (2/200)	Health & welfare departments	To keep records of children having EPSDT screening.	Y	N	Y	N	1,500	$ 60.00	08-035
Child Health Screening Report (2/204)	Local WIC agencies	To obtain nutritional surveillance project information purposes.	N	N	N	N	10,000	60.00	08-036
Chlorination, Fluoride & Turbidity Report	Water supply technicians	To insure water-supply systems are operated correctly.	Y	Y	Y	N	1,000	30.00	08-037
Claim for Reimbursement	Participants in child food programs	To provide an agreement for purchase of Food Service Equipment.	Y	Y	Y	R	100	30.00	08-038
Claim for Reimbursement, Child Care Program	Participants in child food programs	To obtain data for payment of monthly reimbursements.	Y	Y	Y	R	1,200	30.00	08-039
Claim for Reimbursement, School Lunch, Breakfast & Milk Programs	Participants in child food programs	To obtain data for payment of monthly reimbursements.	N	Y	Y	R	300	10.00	08-040
Clerk of District Court Statement of Returns	Clerks of district court	To provide checklists for marriages, divorces, & annulments each month.	Y	Y	Y	R	700	6.00	08-041
Clinic Visit & Master Record	Local family planning staff	To provide data on patient visits to clinics.	Y	Y	Y	R	65,000	17.00	08-042
Community Health Record	School districts/ parents	To collect pertinent health & immunization data on school children.	Y	Y	Y	N	26,000	28.49	08-043
Construction Activity Authorization	Contractors/ engineers	To determine if short-term construction projects will degrade water quality.	Y	Y	Y	N	50	40.00	08-044
Critical Patient Abstract	Hospitals	To evaluate the effectiveness of emergency medical services programs for funding purposes.	Y	N	Y	R	2,500	62.00	08-045
Daily Turbidity Monitoring Report	Water quality monitors	To determine fluctuations of stream turbidity.	Y	Y	Y	N	300	30.00	08-046
Death Certificate Query	Morticians	To query items on death certificates.	Y	Y	Y	N	40	50.00	08-047
Delayed Certificate of Birth	General public	To create a birth record for those not on file.	Y	Y	Y	N	500	43.20	08-048
Disinterment Permit	Morticians, registrars	To grant permission for disinterment of a body buried in MT.	Y	Y	Y	N	100	40.00	08-049
Dissolution of Marriage Query	Lawyers	To query items on dissolution of marriage form.	Y	Y	Y	N	900	50.00	08-050
EPSDT Health History	Health depts.	To give past health history of children to be screened by EPSDT screening teams.	Y	N	Y	R	750	50.00	08-051

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HEALTH & ENVIRONMENTAL SCIENCES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
ES91	Land dividers	To obtain proposed water supply sewage treatment & solid waste information for small subdivisions.	Y	Y	Y	N	2,300	$ 33.00	08-052
ES91E	Land dividers	To obtain existing water supply, sewage & solid waste disposal information for small subdivisions.	Y	Y	Y	N	500	33.00	08-053
Expenditure Report - Financial Accountability	Local family planning staff	To report monthly expenditures by budget category & type of fund.	Y	Y	Y	N	200	27.00	08-054
Expenditure Report (WIC-3-301)	Local WIC agencies	To report admin. costs for a given period.	Y	Y	Y	R	300	20.15	08-055
Expenditure Report (WIC-3-301)	Local health departments	To report budgets & expenditures of MCH monies.	Y	N	Y	N	200	10.00	08-056
Family Master Problem List	Community health agencies	To identify major problems or conditions in which a patient requires help.	Y	Y	Y	N	4,000	7.00	08-057
Family Data Base	Community health agencies	To gain specific data to provide health care to a given family.	Y	Y	Y	R	3,000	7.00	08-058
Fee Letter	General public	To advise certificate requestors of the fee.	Y	Y	Y	N	2,500	12.00	08-059
Fetal Death Query	Hospitals, morticians	To query items on fetal death certificates.	Y	Y	Y	N	12	50.00	08-060
Food Service Equip. Assistance Application	Participants in FSEAP	To collect data on institutions need for requested equipment.	Y	Y	Y	N	100	40.00	08-061
Gonorrhea Culture Request/Report	Physicians, health depts., hospitals	To obtain patient information for gonorrhea cultures & to report results.	Y	Y	Y	N	15,000	20.00	08-062
HCS Application for Service	Nurses, parents, social workers	To determine family eligibility for HCS services.	Y	N	Y	N	500	20.00	08-063
Identification Card	Community health agencies	To provide a roster of families/ individuals served by the agency.	Y	Y	Y	N	2,000	10.00	08-064
Immunization Cards	Community health & school nurses	To provide individual immunization records.	Y	Y	Y	N	20,000	10.00	08-065
Induced Abortion Query	Hospitals, clinics	To query missing or inconsistent entries.	Y	Y	Y	N	100	50.00	08-066
Itemized Accounting	County junk vehicle officials	To monitor county junk vehicle program expenditures.	Y	Y	Y	N	112	15.00	08-067
Joint Application Forms	Land dividers	To obtain proposed water supply, sewage treatment & solid waste disposal information for large subdivisions.	Y	Y	Y	N	200	78.00	08-068

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HEALTH & ENVIRONMENTAL SCIENCES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Letter of Intent Form	Applicants for certificate of need	To provide intent to apply for certificate of need.	Y	Y	Y	N	200	$ 10.00	08-069
License Application to Clean Septic Tanks, Cesspools, & Privies	Cleaning companies	To apply for said license.	Y	Y	Y	N	100	15.00	08-070
License Renewal Form	Accommodation operators	To provide a means for license renewal.	Y	N	Y	N	10,500	15.00	08-071
Licensing Procedure for Ambulance Services	Ambulance service operators	To obtain information required by ambulance licensing law.	Y	Y	Y	N	106	66.30	08-072
Livestock Waste Control Permit Application	Ranchers	To gather data on proposed livestock feeding facility.	Y	Y	Y	N	10	65.00	08-073
Local Registrars Signature Letter	Local registrars	To obtain permission to use registrars name when omitted on certificate.	Y	Y	Y	N	900	50.00	08-074
Local Registrars Statement of Returns	Local registrars	To provide checklist for births, deaths each month.	Y	Y	Y	N	800	6.00	08-075
Marriage Application	General public	To compile statistical data on marriages.	Y	Y	Y	R	8,200	56.50	08-076
Marriage Query	Court clerks	To query items on marriage applications.	Y	Y	Y	N	180	50.00	08-077
Maternal & Child Health Audit	Health depts.	To provide for self-audit required by MCH special projects.	Y	N	Y	N	20	10.00	08-078
Miscellaneous Microbiology Examinations	Physicians; health depts., hospitals	To obtain patient information for miscellaneous cultures.	Y	Y	Y	N	3,600	60.00	08-079
Monthly Report of Educational Activities	Local family planning staff	To record educational activities of family planning programs.	Y	N	Y	N	200	15.00	08-080
Monthly Report of WIC Participation	Local WIC agencies	To report number of certified WIC participants who receive WIC vouchers.	Y	Y	Y	N	1,300	20.15	08-081
Monthly Sight Draft Inventory	Local WIC agencies	To report monthly the number of drafts on hand in local WIC agencies.	Y	Y	Y	N	1,300	20.15	08-082
MPDES Discharge Permit Application	Individuals, businesses, governments	To determine qualification for Montana Pollutant Discharge Elimination System permit.	Y	Y	Y	N	35	300.00	08-083
Motor Vehicle Graveyard Log Sheet	County officials	To keep records of junk vehicles in county graveyards.	Y	Y	Y	N	1,000	30.00	08-084
Motor Vehicle Wrecking Application for License	Motor veh. wrecking facilities	To apply for said license.	Y	Y	Y	N	20	30.00	08-085

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HEALTH & ENVIRONMENTAL SCIENCES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Notice of Intent to Claim Paternity	Fathers	To service notice of intent to claim paternity of unborn out-of-wedlock children.	Y	Y	Y	N	1	$ 12.00	08-086
Notice to Parents	School nurses	To notify parents of health condition needing attention.	Y	Y	N	R	7,500	9.00	08-087
Nurses Daily Report	Community health & school nurse	To collect statistical information from local nurses.	Y	Y	Y	R	47,000	5.48	08-088
Nutrition History	Nutritionists	To obtain diet information about cleft palate children.	Y	N	Y	N	200	40.00	08-089
Order Sheet	Community health agencies	To provide a record of orders of physicians for nursing services.	Y	Y	Y	N	1,000	7.10	08-090
Physician Referral Sheet	Physicians	To provide medical data for authorization of treatment.	Y	N	Y	N	1,000	16.00	08-091
Physicians Report Form	Community health nurses	To provide physicians with patient data.	Y	Y	N	R	400	9.00	08-092
Plant Operator Certification Application	Technicians	To determine certification as a water treatment plant.	Y	Y	Y	N	30	65.00	08-093
Prenatal Report Back Card	Nurses	To show how many people attend prenatal class instructions.	Y	N	Y	N	750	25.00	08-094
Proposal Form (Junk Vehicle Program)	Car crushing firms	To obtain bids for car crushing.	Y	Y	Y	N	300	30.00	08-095
Professional Qualifications of Participants	Physicians	To certify physicians to receive care.	Y	Y	Y	N	50	16.00	08-096
Progress Note	Community health agencies	To record care given to individual family member by all care providers within an agency.	Y	Y	Y	N	10,000	7.00	08-097
Quarterly Staffing Report	Long-term care facilities	Summarize hours & gives census.	Y	Y	Y	N	1,000	15.50	08-098
Rubella HAI Test	Physicians, health depts., hospitals	To obtain patient information on Rubella tests & to report results.	Y	Y	Y	N	24,000	15.00	08-099
Record Form for Titmus Vision Tester	Local health departments	To show the results of the vision test.	Y	N	Y	N	6,000	10.00	08-100
Referral on Order for Services	Nurses	To provide & obtain information about a patient.	Y	Y	Y	N	4,500	15.00	08-101
Registration Card (Prenatal Class)	Instructors/ students	To gather data regarding women attending prenatal classes.	Y	N	Y	N	750	10.00	08-102

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HEALTH & ENVIRONMENTAL SCIENCES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Registration of Radiation Machines	X-ray equipment owners	To locate all x-ray equipment in state.	Y	Y	Y	N	50	$ 18.00	08-103
Renewal Reminder for Licensing Motor Vehical Wrecking Facilities	Motor veh. wrecking facilities	License reminder.	Y	Y	Y	N	150	15.00	08-104
Report of Bacteriological Examination of Water Sample	Sanitarians	To get pertinent data on water samples.	Y	Y	Y	N	10,600	132.70	08-105
Report of Dissolution of Marriage	Court clerks, lawyers	To provide statistical data on state divorces.	Y	Y	Y	N	5,000	4.20	08-106
Report of Induced Abortion	Hospitals, clinic	To provide statistical data on abortions.	Y	Y	Y	N	4,500	44.00	08-107
Request for Analysis of Drinking Water Samples	Sources of private water supplies	To provide pertinent information on human water supply samples.	Y	Y	Y	N	1,850	25.00	08-108
Request for Corresponding Birth Certificates	Local registrars	To locate/verify birth certificate filing.	Y	Y	Y	N	6	50.00	08-109
Request for Records & Forms	Nurses	To order forms from the Bureau of Nursing.	Y	Y	Y	N	200	7.00	08-110
Review of Systems	Community health agencies	To record the results of history and exam of patient.	Y	Y	N	N	800	9.00	08-111
Saline Seep Drain Permit	Farmers/ ranchers	To determine if saline seep draining will degrade state waters.	Y	Y	Y	N	50	110.00	08-112
School Health Examination & Screening	School health nurses	To provide screening information on children examined by school nurses.	Y	N	Y	N	150	10.00	08-113
School Nursing Service Card	School nurses	To provide a record of services given to pupils.	Y	Y	N	N	4,000	10.00	08-114
Screening Examination Form	Local health departments	To indicate what tests, & results thereof, were performed on a child.	Y	N	Y	N	6,000	10.00	08-115
Service Sterilization Record	Local family planning staff	To report data regarding local sterilizations that are performed.	Y	N	Y	N	100	15.00	08-116
Sewage Plant Report Form	Plant operators	To monitor & record plant operations.	Y	Y	Y	N	1,000	30.00	08-117
Sight Drafts Issued Logs	WIC local agencies	To record each WIC draft issued at WIC clinics.	Y	Y	Y	N	30,000	21.50	08-118
State of Montana - Certificate Form	Physicians, health depts., hospitals	To provide proof of a syphilis serology to obtain a marriage license.	Y	Y	Y	N	4,400	16.00	08-119

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HEALTH & ENVIRONMENTAL SCIENCES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Syphilis Serology Request/Report	Physicians, health depts., hospitals	To obtain patient information for syphilis serology & to report results.	Y	Y	Y	N	30,000	$ 24.00	08-120
Teachers Request for Nursing Services	Teachers	To notify school nurses of pupils health problems.	Y	Y	N	R	1,000	9.00	08-121
Team Member Clinic Form	Professional teams	To record information from professionals on cleft palate children.	Y	N	Y	N	1,000	23.50	08-122
Tickler Card	Community health agencies	To plan systematic care for individual family members.	Y	Y	N	N	3,400	10.00	08-123
Tuberculosis Examination	Physicians, health depts., hospitals	To obtain patient information for tuberculosis cultures, & to report results.	Y	Y	Y	N	4,000	85.00	08-124
Viral & Rickettsial Examination	Physicians, health depts., hospitals	To obtain patient information for viral & rickettsial cultures & to report results.	Y	Y	Y	N	27,000	57.00	08-125
Well-Child Conferences	County health nurses	To provide statistics regarding examined children to the MCH nursing consultant.	Y	N	Y	N	150	10.00	08-126
WIC Draft Receipts	WIC local agencies	To report the receipt of WIC drafts.	Y	Y	Y	N	100	20.15	08-127
WIC Order Form	WIC local agencies	To order WIC forms from the state.	Y	N	Y	N	1,000	38.30	08-128
WIC Vendor Agreement	WIC local agencies	To contract with grocers & dairies serving WIC participants.	Y	Y	Y	R	1,000	38.30	08-129

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HIGHWAYS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Agreement for Removal of Forage	Forage contractors	To enter into contracts for removing forage along highways.	Y	Y	Y	N	150	$ 15.00	09-001
Agreement for Servicing and Maintaining of Highway Interchange Area	Highway contractors	To enter into contracts for servicing interchanges.	Y	Y	Y	N	50	15.00	09-002
Agreement for Servicing and Maintaining Litter Areas	Litter contractors	To enter into contracts for servicing litter areas.	Y	Y	Y	N	150	15.00	09-003
Application Delivery Zone Permits	Commercial truckers	To apply for Delivery Zone Permits.	Y	Y	Y	N	15	10.91	09-004
Application for L.P.G. License	L.P.G. vehicle movers	To apply for Liquid Movers Petroleum (L.P.G.) License.	Y	Y	Y	N	50	10.91	09-005
Application for Special Permit for House Moving, Building, etc.	House movers, etc.	To secure permission to move unusually large objects, houses, etc.	Y	Y	Y	R	500	20.00	09-006
Camping & Recreational Signing Application	Small business	To insure compliance with recreational signing guidelines.	Y	Y	Y	N	100	20.00	09-007
Certification of Mileage	Local government	To distribute Gas Tax Funds.	Y	N	Y	R	225	11.00	09-008
Demonstration Permit	Motor vehicle dealers	To issue permits to prospective buyers.	Y	Y N	Y	E	145	71.00	09-009
Driveway Approach Application & Permit	Property owners	To approve application for driveways adjacent to highways.	Y	Y	Y	N	300	15.00	09-010
Encroachment Application & Permit	Property owners	To obtain applications to encroach on highway system.	Y	Y	Y	N	600	15.00	09-011
G.V.W. Fee Receipt	County treasurer	To offer receipts for G.V.W. fees.	Y	Y	Y	C	11,250	42.00	09-012
International Registration Plan Application	Commercial truckers	Establish account within the 23 states of the International Registration Plan.	Y	Y	Y	N	1,000	8.24	09-013
Licensing Base Schedule	Commercial truckers	To list weights and states carrier wishes to travel.	Y	Y	Y	N	4,000	7.86	09-014
Local Finance Report	Local finance clerks	To summarize local government expenditures on roads & bridges.	Y	Y	Y	R	100	12.00	09-015
Name & Address of Speaker	General public	To secure name & address of speakers at public hearings.	Y	N	Y	N	50	50.00	09-016
Notice to Appear & Complaint	Justices of the peace	To notify to appear in court.	Y	Y	Y	N	10,000	45.40	09-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF HIGHWAYS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Order Form - "Award Sheets"	Highway construction industry	To advise the industry of awarded bids.	Y	N	Y	N	1,100	$ 12.00	09-018
Order Form - Bid Tabulations	Highway construction industry	To enable anyone to obtain the unit bid prices of all highway construction projects.	Y	N	Y	N	500	12.00	09-019
Order Form - "Invitation for Bids"	Highway construction industry	To provide for developing a mailing list for letting bids.	Y	N	Y	N	1,100	12.00	09-020
Order Form - 1979 Standard Drawing Book	Highway construction industry	To order 1979 Standard Drawing Book.	Y	N	Y	N	1,000	12.00	09-021
Order Form For Road & Bridge Construction Standards 1970 Edition	Highway construction industry	To order construction specification standards for roads & bridges.	Y	N	Y	N	25	12.00	09-022
Order Form - Standard Specification for Road & Bridge Construction, 1976 Edition	Highway construction industry	To order Standard Specifications Books.	Y	N	Y	N	1,000	12.00	09-023
Outdoor Advertising Permit Application	Advertisers	To apply to construct advertising structures along primary highways.	Y	Y	Y	N	500	42.00	09-024
Potential Proration Application	Commercial truckers	To add or delete vehicles for prior year truckers.	Y	Y	Y	N	18,000	13.50	09-025
Proposal to Service Highway Rest Areas	Service contractors	To obtain bids to service rest areas.	Y	Y	Y	N	600	12.50	09-026
Request for Copy of Transcript	General public	To request hearing transcript or meeting minutes.	Y	N	Y	N	50	50.00	09-027
Request for Reimbursement of Taxes Paid	Property owners	To reimburse tax due owners for real property acquired for highway purposes.	Y	Y	Y	N	950	12.00	09-028
Requisitions for Plans, Proposals, etc.	Highway construction industry	To order plans, proposals, etc.	Y	N	Y	N	11,000	12.00	09-029
Structure Encroachment Application & Permit	Property owners	To provide for encroachment on a structure.	Y	Y	Y	N	500	15.00	09-030
Supplement to International Registration Application	Commercial truckers	To add or delete vehicles from international accounts.	Y	Y	Y	N	3,000	8.24	09-031
Temporary Trip Permit - County	County treasurer	For treasurers to issue temporary licenses to truckers.	Y	Y	Y	N	500	44.00	09-032
Uniform Proration Application	Commercial truckers	Establish account within 9 states belonging to Uniform Agreement.	Y	Y	Y	N	1,000	12.00	09-033
Uniform Proration Application Supplement	Commercial truckers	Add or delete vehicles for Uniform Agreement accounts.	Y	Y	Y	N	3,000	11.67	09-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF INSTITUTIONS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Admission & Aftercare	Parents/guardians	To document agreement for treatment.	N	N	N	R	10	$ 39.00	10-001
Admitting Evaluation History	Physicians	To document history & physical state of admitted persons.	Y	N	Y	N	20	4.00	10-002
Aftercare Treatment Plan	Patients	To establish short & long-term goals of patients.	Y	Y	Y	N	1,700	2.55	10-003
Application Request for Approval of Alcohol Treatment Services	Community or private alcohol treatment programs	Application to obtain state approval for alcoholic treatment services.	Y	Y	Y	N	15	1.00	10-004
Application for Subgrant	District youth guidance home non-profit boards	App for a grant for district youth guidance home, from aftercare services bureau.	Y	Y	Y	N	9	297.75	10-005
Arrest Information Questionnaire	Law enforcement agencies	To gather more info on an inmate concerning an arrest which is on the FBI rap sheet.	Y	N	N	N	100	.61	10-006
Authorization of Disclosure	Institutions/ Physicians, etc.	To provide approval of release of information.	Y	Y	Y	N	200	5.25	10-007
Authorization of Disclosure (General Consent Form)	Community Substance Abuse Program	To release information to Alcoholism Services Center.	Y	Y	Y	N	1,700	2.55	10-008
Authorization of Disclosure (General Consent Form)	Patients	To release information to outside parties.	Y	Y	Y	N	1,700	2.55	10-009
Authorization of Disclosure/Notification Consent Form	General public	To obtain permission to tell visitors that the patient is at Galen.	Y	Y	Y	N	2,000	5.25	10-010
Authorization - Medical Information	Insurance companies	To release medical information for payment of benefits.	N	N	N	E	10	39.00	10-011
Authorization for Release of Information	Clients/ patients	To authorize Galen to release info to the reimbursement department.	Y	Y	Y	N	4,000	5.25	10-012
Authorization to Release Professional or Treatment Info	Lighthouse residents	To maintain confidentiality of client records.	Y	Y	Y	N	50	6.00	10-013
Body Receipt	General public	To provide for witnesses in case of missing person report develop.	Y	N	Y	N	10	39.00	10-014
Big Sister Volunteer Information Sheet	Women interested in serving as a Big Sister	To secure volunteer Big Sisters assigned to a Mountain View school girl.	Y	N	Y	N	25	10.00	10-015
Checks to be Cashed	Social services	To verify that patients checks were cashed.	Y	N	Y	N	50	6.00	10-016
Classification Field Report to all County Sheriffs	County sheriffs	To get info on an inmate arrest & adjustment while in the county jail before entering state prison.	Y	N	N	N	250	1.58	10-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF INSTITUTIONS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Client Admission/ Discharge Record	All state approved alcohol treatment programs	Obtain statistical data on client characteristics at admission & discharge from treatment center.	Y	Y	Y	R	22,000	$120.00	10-018
Confidential Financial Information Summary	Eligibility technicians	To provide info to set up an account for an individual.	Y	N	Y	N	10	39.00	10-019
Confidential Financial Statement	Users of MT medical insti, or their resp parties	Evaluate ability to pay for services received.	Y	Y	Y	N	5,500	20.00	10-020
County Attorney's Questionnaire	County attorneys	Gather information regarding the circumstances of offense & recommendations.	Y	N	N	N	250	1.58	10-021
Emergency Surgery Permit	Community hospitals	To obtain consent for medical treatment in an emergency.	N	N	N	E	10	39.00	10-022
(Exercise) How Well Do You Like Yourself	Patients	To allow patients to acquire insight in problem areas.	Y	N	Y	N	1,700	2.55	10-023
Family Aftercare Treatment Plan	Patients/ families	To evaluate patient & family goals.	Y	Y	Y	N	350	2.55	10-024
Family Member Orientation	Family members	To document an understanding of Family Program rules.	Y	N	Y	N	350	2.55	10-025
Family Planning Worksheet	Family members	To identify problem areas.	Y	N	Y	N	1,700	2.55	10-026
Family Step Worksheet	Family members	To identify problem areas in the first five steps of the Al-anon family program.	Y	N	Y	N	1,700	2.55	10-027
Form 1000 - Funds Report	Community mental health centers	To monitor monthly expenditures by the Community Mental Hlth Centers & allow reimbursements for exp of gen funds.	Y	N	Y	N	60	18.00	10-028
General Information	Patients	To provide information necessary for good medical care.	Y	N	Y	N	1,650	18.00	10-029
Graduate Follow-Up	Lighthouse counselors	To maintain follow-up on counselor.	Y	N	Y	N	15	6.00	10-030
Group Therapy Exercises	Patients	To provide individual & group insight.	Y	N	Y	N	350	2.55	10-031
Guidelines for County Alcohol & Drug Plans	County governments	To standardize plan info for review, monitoring & evaluation countys alcohol & drug plans.	Y	Y	Y	N	56	8.00	10-032
Home Visit Request	Patients	To record home visits.	Y	N	Y	N	200	6.00	10-033
Hospital Admissions	Patients	To provide admission information.	Y	Y	Y	N	600	12.00	10-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF INSTITUTIONS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Information Authorization	Lighthouse residents	To maintain a cross-feed of information.	Y	N	Y	N	100	$ 6.00	10-035
Interview	Patients	To screen patients prior to acceptance into treatment.	Y	Y	Y	N	1,700	2.55	10-036
Leave Request	Lighthouse residents	To establish responsibility when a patient leaves Lighthouse.	Y	N	Y	N	200	6.00	10-037
Leave Without Medical Consent	Patient	To establish responsibility when a patient leaves Galen.	Y	N	Y	N	300	3.00	10-038
Lighthouse Contract	Lighthouse residents	To acquaint residents to the program expectations.	Y	N	Y	N	100	6.00	10-039
Lighthouse Three-Day Visit	Lighthouse residents	To establish an understanding of the program.	Y	N	Y	N	25	6.00	10-040
Medical History	Parents of child committed to MVS	Provide info needed to provide the best medical care possible for child at Mountain View School.	Y	Y	Y	N	150	3.34	10-041
Medicare - Lifetime Reserve Days	Patients	To waive the right to 60 lifetime reserve days.	Y	Y	N	N	200	2.65	10-042
Health Statistics Quarterly Report	Community mental health centers	Allows quarterly monitoring of programs at community mental health centers.	Y	N	Y	N	20	63.00	10-043
Monthly Probation or Parole Report	Persons under probation	To report to officer various information.	Y	Y	Y	N	30,000	15.00	10-044
Monthly Summary Report	All state approved treatment programs	To gather info about specific alcohol treatment program activities.	Y	Y	Y	R	500	60.00	10-045
Patients Account & Personal Property Clearance Form	Patients	To avoid abandoned fund & property.	Y	N	Y	N	2,000	6.00	10-046
Patient Evaluation of Alcoholism Program	Patients	To provide performance evaluative statistical data.	Y	N	Y	N	1,700	2.55	10-047
Patient Step Worksheet	Patients	To provide for patient assessment of problem areas.	Y	N	Y	N	1,700	2.55	10-048
Patient Treatment Plan	Patients	To develop a treatment plan.	Y	Y	Y	N	1,700	2.55	10-049
Permission for Blood Transfusion	Patients	To obtain permission to give a whole blood transfusion.	Y	N	Y	N	50	3.00	10-050
Permission for Flu Vaccine	Patients	To obtain permission to give a flu vaccine.	Y	N	Y	N	150	3.00	10-051

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF INSTITUTIONS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Permission for Medical Treatment	Hospital personnel	To obtain permission to give medical treatment.	Y	Y	Y	N	2,000	$ 2.65	10-052
Permission to Smoke	Parents of students in Mountain View School	Parental permission & approval to allow or disapprove smoking while at MVS.	Y	N	Y	N	150	3.34	10-053
Permission for Special Procedure	Patients	To allow medical staff to carry out a special procedure.	Y	N	Y	N	200	3.00	10-054
Permission to Use Own Electric Heating Pad	Patients	To assign responsibility in case of an injury.	Y	N	Y	N	10	3.00	10-055
Prior Incarcerations Questionnaire	State & federal institutions	To gather info on an inmates prior incarcerations in other state & federal institutions.	Y	Y	N	N	200	1.22	10-056
Personal Reference Check	Employee references	To check personal character of employment applicants.	Y	N	Y	R	1,600	39.00	10-057
Quarterly Fiscal Report	District Youth Guidance Homes directors	Report quarterly expenditures of the non-profit district youth guidance homes.	Y	N	Y	N	36	19.85	10-058
Record of Admission	Patients	To record admission, obtain permission to treat, & authorize the release of information.	Y	Y	Y	N	100	5.25	10-059
Record of Stay	Family members	To get personnel history of family members.	Y	N	Y	R	200	2.65	10-060
Release of Information	Parents/ guardians	To provide permission to release information on a patient.	Y	Y	Y	N	700	39.00	10-061
Release of Information	Patients	To allow medical records to be audited.	Y	Y	Y	C	600	6.52	10-062
Release of Information Authorization for Minor Children	Lighthouse residents	To coordinate the Lighthouse Drug Program with local agencies.	Y	N	Y	N	25	6.00	10-063
Release from Liability	Lighthouse residents	To establish the limits of the state's responsibility.	Y	N	Y	N	50	6.00	10-064
Request for Bid Quotation	Vendors	To solicit bids.	Y	Y	Y	N	1,000	55.00	10-065
Request for Military Data	USA armed forces	To verify military experience for VA benefits.	Y	N	N	N	100	.61	10-066
Request for School Records	Public &/or private schools	Help determine the level of school performance & grades for children at MVS.	Y	Y	Y	N	150	3.34	10-067
Request for Transportation	Patients	To request state paid transportation.	Y	N	N	N	1,000	2.55	10-068

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF INSTITUTIONS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Resident Rights & Responsibilities	Patients	To explain the rights patients have.	Y	Y	Y	N	10	$ 39.00	10-069
Resignation from Lighthouse	Lighthouse residents	To finalize the way persons leave the drug program.	Y	N	Y	N	50	6.00	10-070
Shelter Care Program Data	Attention homes, foster homes	Collect pertinent data regarding youth placed into shelter care for program evaluation.	Y	Y	Y	N	1,000	74.40	10-071
Signature Sheet	Patients	To document the patients understanding of the treatment rules.	Y	N	Y	N	1,700	2.55	10-072
Social Assessment Questionnaire	Counselors	To describe assessments of patients problem areas.	Y	N	Y	N	1,700	2.55	10-073
Social Assessment Questionnaire	Patients	To describe social drinking & living history.	Y	N	Y	N	350	2.55	10-074
Social Information & Plan	Hospital personnel	To obtain basic social information from patients.	Y	N	Y	N	2,000	6.00	10-075
Social Service Questionnaire	General public usually family members	To gather social history on inmates.	Y	N	Y	N	250	4.58	10-076
Statement of Permit Payment for Medicare Benefits	Patients	To give permission to submit a claim on behalf of the patient.	Y	Y	Y	N	200	5.25	10-077
Student Medical Information & Authorization	Parents of students commited to MVS	Medical care consent & medical insurance coverage info.	Y	Y	Y	N	150	3.34	10-078
Treatment Plan	Lighthouse residents	To validate an appropriate treatment plan for patients.	Y	N	Y	N	200	6.00	10-079
Treatment Request	Family members	To request family member to enter treatment in the family program.	Y	N	Y	N	350	2.55	10-080
Voluntary Application	Patients	To allow the admission of a voluntary patient.	Y	Y	Y	N	300	18.00	10-081
Voluntary Application for Treatment	Patients	To document voluntary admittance to program.	Y	Y	Y	N	1,650	5.25	10-082
Visiting Questionnaire	General public	To gather info on an individual who is requesting to visit an inmate.	Y	N	Y	N	5,000	6.10	10-083
Work Reference Sheet	Employee references	To check work history of employment applicants.	Y	N	Y	R	3,200	39.00	10-084

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Adult Work Experience Agreement	Government & non-profit organizations	To contract between state employment office & work experience employer specifying contract obligations.	Y	Y	Y	N	120	$ 20.07	11-001
Advise of Rights	Citizens	To advise claimant of his rights.	Y	Y	Y	N	2,200	142.50	11-002
Affidavit of Improper Signature	Citizens	To reissue checks that have been signed by someone other than claimant.	Y	Y	Y	N	400	6.03	11-003
Agreement on Request for UCFH & UCX Data	Citizens	Release info with claimants consent.	Y	Y	Y	N	2,000	3.36	11-004
Appeal & Request for Hearing	Citizens & businesses	To provide claimant/employer the chance to have their claim reviewed by higher authority.	Y	Y	Y	N	9,000	7.60	11-005
Application	Citizens	To apply for certification to take exam for coal mine foreman.	Y	N	Y	N	40	19.27	11-006
Application for Abatement of Penalty	Employers	To apply to avoid penalty (under certain circumstances) that has been assessed.	Y	Y	Y	N	1,000	19.15	11-007
Application for Alien Certification	Employers seeking alien workers for employment	To request alien certification.	Y	Y	Y	N	500	4.00	11-008
Application Card	Job seekers	To register job seekers to use info to match them with openings.	Y	Y	Y	N	80,000	40.00	11-009
App for Election of Workers' Comp Coverage for Sole Proprietor or Partner(s)	Businesses	To provide means to elect workmens compensation coverage.	Y	Y	Y	N	2,100	47.85	11-010
Application for Employment Agency License	Private employment agencies	To provide private employment agencies with license.	Y	Y	Y	R	45	30.00	11-011
App for Montana Native American Talent Bank	Native Americans	To register Native Americans seeking assistance in obtaining employment.	Y	N	Y	N	1,000	4.00	11-012
Application for Voluntary Changes	Employers	To allow employers to apply for voluntary subjectivity to unemployment tax.	Y	Y	Y	N	200	7.08	11-013
Assignment Agreement	Businesses	To register an advance deposit with the state insurance fund in the form of certificate of deposit.	Y	Y	Y	N	2,000	60.57	11-014
Attending Chiropractor's 1st Report & Bill for Initial Treatment	Chiropractors	To supply standard method for reporting initial visit to chiropractor's office.	Y	Y	Y	N	3,500	34.26	11-015
Attending Physician's 1st Report & Bill for Initial Treatment	Physicians	To report necessary info for processing a claim.	Y	Y	Y	N	1,000	50.87	11-016
Attending Physician's 1st Report & Bill for Initial Treatment	Citizens (doctors office)	To supply insurer with complete accident/injury description diagnosis.	Y	Y	Y	N	87,250	11.47	11-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Availability	Citizens	Reveals potential availability issues.	Y	Y	Y	N	102,000	$ 6.03	11-018
Billing & Statement of Proof of Burial by Morticians	Businesses (mortuaries)	To supply proof of burial & billing for services.	Y	Y	Y	N	100	37.99	11-019
CETA Application Record	Individual requesting CETA services	To collect data to determine individual CETA eligibility & priority.	Y	Y	Y	N	32,000	31.76	11-020
CETA Certification	OJT & PSE participants	To acknowledge facts & criteria of participating in the subsidized employment position funded by OJT or PSE.	Y	Y	Y	N	4,000	33.04	11-021
CETA Entitlement Questionnaire	CETA participants	To specify allowable CETA allowances & rates & beginning & ending dates of authorized payment.	Y	Y	Y	N	8,000	47.44	11-022
CETA Participant Family Income Statement	Individuals requesting CETA services	To determine who qualifies based on family income & CETA program economic guidelines.	Y	Y	Y	N	8,000	6.69	11-023
CETA Participant Information Form	CETA participants & Human Resource District Councils	To collect info on CETA participant/applicant.	Y	Y	Y	N	15,000	100.00	11-024
CETA Participant Termination Form	CETA participant Human Resource District Councils	To collect termination statistics on CETA participants.	Y	Y	Y	N	15,000	100.00	11-025
CETA-PSE Employees Quarterly Wage Report	Employers of CETA-PSE employees	To collect wage info on these employees.	Y	Y	Y	N	8,000	7.08	11-026
CETA-PSE Expenditure Report	PSE employers	To report reimbursable costs authorized by PSE contract.	Y	Y	Y	N	15,000	13.38	11-027
Certificate of Condition	Businesses (doctor's offices)	To supply verification of medical status of injured.	Y	Y	Y	N	24,000	10.83	11-028
Certificate of Experience	Citizens	To obtain info from employer that applicant is qualified to be examined for engineer's license.	Y	Y	Y	N	2,000	12.84	11-029
Certificate of Lien	Sheriffs, employers that owe money	To put lien on property of an employer that has not paid his unemployment taxes.	Y	Y	Y	N	200	187.00	11-030
Certificate for Continued Claim	Citizens	To certify for weekly checks.	Y	Y	Y	N	1,200,000	3.92	11-031
Change of Paying State Under Combined Wage Agreement	Claimants	To cancel claim from one state in favor of filing a claim against a different state.	Y	Y	Y	N	500	7.08	11-032
Chiropractor's Supplemental Report	Businesses (chiropractor's offices)	To report subsequent visits to chiropractor & billing for treatment received.	Y	Y	Y	N	3,500	39.68	11-033
Claim Filing Reminder	Citizens	To provide prospective claimant information required when filing a claim.	Y	N	Y	N	17,000	7.96	11-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Claim for Compensation	Citizens	To supply standard method for injured employee to claim compensation benefits.	Y	Y	Y	N	40,000	$ 33.91	11-035
Claim for Compensation by Beneficiaries in Case of Death	Citizens	To allow for the beneficiaries to claim for compensation & death benefits.	Y	Y	Y	N	100	37.99	11-036
Claim for Non-Dependent Parent Death Benefits	Citizens	To allow parents of deceased worker to claim for a lump sum settlement.	Y	Y	Y	N	250	169.84	11-037
Claimant Statement on Labor Dispute	Citizens	To obtain info from claimants participating in labor dispute.	Y	Y	Y	N	2,800	67.22	11-038
Clearance Application	Job seekers & employers	To provide information to potential employers.	Y	Y	Y	E	100	2.00	11-039
Clearance Order Rural Manpower Job Offer	Agricultural employers	To report compliance with all laws & regulations governing work being offered.	Y	Y	Y	N	500	2.00	11-040
College Instructors	College instructors	To obtain information regarding academic performance.	Y	N	Y	N	300	5.00	11-041
Compensation Advice	Businesses (insurance companies)	To advise of each payment made to injured claimant by private or self insured firm.	Y	Y	Y	N	51,000	14.66	11-042
Compensation Plan No. 1 Application or Renewal	Businesses	To apply for compensation plan no. 1 or to be a self-insured employer.	Y	Y	Y	N	150	273.20	11-043
Complaint & Grievance Conciliation	Individuals & organizations	To provide procedure for filing & resolving a complaint or grievance.	Y	Y	Y	N	50	26.76	11-044
Construction Contractors Wage Protection Fund Bond	Bonding co's. insurance co's.	To provide bond form that complies with 39-3-703.	Y	N	Y	N	100	12.00	11-045
Continued Inter-State Claim	Citizens	To certify for weekly benefits to be self filed by claimant.	Y	Y	Y	N	80,000	9.45	11-046
Contribution Overpayment Notice	Employers that have over paid	To inform of overpayment of taxes, & have employees specify how they want overpayment reimbursed.	Y	Y	Y	N	2,500	44.74	11-047
Corporate Officer Rejection Endorsement	Businesses	To provide means for corporate officers to reject automatic coverage for workers' comp.	Y	Y	Y	N	10,000	51.55	11-048
Delinquent Contribution Notice	Delinquent employers	To notify employers they owe contributions, penalty & interest.	Y	Y	Y	N	8,000	51.52	11-049
Dependent's Claim Form	Citizens	To provide uniform method to claim benefits should death be a result of criminal action.	Y	Y	Y	N	250	45.69	11-050
Druggist's Claim for Supplies	Businesses (Druggists)	To submit standardized billing for drugs received by the injured.	Y	Y	Y	N	19,000	15.49	11-051

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Election to Receive Uninsured Employer's Fund Benefits	Citizens (insured employees)	To provide uniform way to elect whether or not to receive Uninsured Employer's Fund Benefits.	Y	Y	Y	N	300	$ 80.90	11-052
Employee Classification & Wage Appeal	St government employees & labor unions & state agencies	To appeal their assigned classification & grade.	Y	Y	Y	R	300	250.00	11-053
Employer Cost Summary of Approved Training	PSE employers	To report reimbursable costs authorized by the training agreement proposal.	Y	Y	Y	N	1,000	31.76	11-054
Employer Furnished Housing & Facilities	Agricultural employers	Housing inspection form used in conjunction with agricultural clearance orders.	Y	Y	Y	N	500	4.00	11-055
Employer PSE Training Proposal Agreement	PSE employers	To request CETA funded training provided by an employer.	Y	Y	Y	N	1,000	31.76	11-056
Employer Registration	Potential covered employers	To determine subjectivity of employer to unemployment insurance tax.	Y	Y	Y	C	2,550	24.81	11-057
Employer's App & Policy for Workers' Comp & Occ Disease Ins Coverage	Businesses	To provide uniform means to apply for cov with st comp ins fund & apply for major changes in policy.	Y	Y	Y	N	16,000	18.32	11-058
Employer's 1st Rpt of Occupational Injury or Occupational Disease	Citizens	To report illness or injury & to claim compensation.	Y	Y	Y	N	85,800	43.00	11-059
Employer's Payroll Report	All insured businesses & local governments	To capture amt of gross payroll paid in each payroll classification for premium billing purposes.	Y	Y	Y	N	72,000	92.61	11-060
Employer's Quarterly Wage Report	Employers	To show taxes owed by employers for UI.	Y	Y	Y	N	100,000	17.43	11-061
Employer's Release of Records	Employers	To authorize release of employers records for use in audit.	Y	Y	Y	N	100	7.08	11-062
Employer's Report of Wages Paid to Each Employer	Employers	To find out taxes owed by employers & wages earned by employees.	Y	Y	Y	N	12,000	12.91	11-063
Employment Agency Surety Bond	Bonding & insurance companies with	To provide private employment agencies & their bonding companies with form that complies with 39-5-206.	Y	Y	Y	N	45	30.00	11-064
Extension for Initial Claim	Citizens	To provide additional space when explaining reason for separation forms.	Y	N	Y	N	18,000	16.00	11-065
Fact Finding Report	Citizens	To report failure to apply for, or to accept work.	Y	Y	Y	N	10,000	6.59	11-066
Fact Finding Report	Citizens & businesses	To notify adjudicator of potential issues.	Y	Y	Y	N	18,000	21.20	11-067
Fact Finding Report for School Employees	Citizens	To question labor mkt attachment & eligibility status of school employees.	Y	Y	Y	N	4,000	34.06	11-068

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Family Member Endorsement	Businesses & citizens	To include family members employed in business under workers' comp ins coverage.	Y	Y	Y	N	2,500	$ 47.85	11-069
Federal ID Number Card	Employers that haven't supplied us their ID no.	To obtain federal employer identification from employer.	Y	Y	Y	N	4,000	16.52	11-070
Final Notice to Pay Delinquent Tax	Delinquent employers	To serve notice to employer that they are delinquent in filing their quarterly report.	Y	Y	Y	N	8,000	36.89	11-071
Final Payment Notice	Citizens	To notify claimant that benefits or benefit year has expired.	Y	Y	Y	N	16,000	6.07	11-072
Form Letter (Omission of Information)	Employers	To get information excluded on the quarterly report.	Y	Y	Y	N	2,600	48.46	11-073
Form Letter (Satisfaction of Lien)	Sheriff	To give instruction on what to do with the satisfaction of lien.	Y	Y	Y	C	200	106.00	11-074
General Aptitude Test Battery Test Answer Sheet	Applicants desiring aptitude assessment	Necessary part of aptitude assessment service.	Y	Y	Y	N	2,000	40.00	11-075
Household or Domestic Employees Endorsement	Businesses	To make application for household & domestic employees.	Y	Y	Y	N	5,000	40.67	11-076
Indenmity Bond	Citizens	To use to issue a lost or destroyed check.	Y	Y	Y	N	600	9.10	11-077
Initial Claim for Benefits	Citizens, businesses	To establish a claim for benefits.	Y	Y	Y	N	60,000	45.37	11-078
Initial Interstate Claim	Citizens	To initiate an additional claim for unemployment in another state.	Y	Y	Y	N	10,000	6.67	11-079
Initial Interstate Claim	Citizens	For states to act as agent of other states in accepting & transmitting claims for benefits.	Y	Y	Y	N	14,000	34.85	11-080
Interstate Arrangement for Combining Employment & Wages	Citizens of other states	To request to transfer wages from other states.	Y	Y	Y	N	20,000	7.95	11-081
Interstate Eligibility Review	Citizens	To determine claimants eligibility.	Y	Y	Y	N	10,000	39.12	11-082
Interstate Req for Reconsideration of Monetary Determination/ Wage Credit	Citizens, employers	To obtain claimant info which he believes has been incorrectly stated or omitted.	Y	Y	Y	N	2,100	6.75	11-083
Itemized Medical Expenses	Citizens	For itemizing & claiming for reimbursement for medical expenses incurred as a result of a crime.	Y	Y	Y	N	1,000	55.56	11-084
Labor Dispute Report	Businesses	To obtain info from businesses concerning disputes (strikes).	Y	Y	Y	N	100	11.68	11-085

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Law Enforcement Officer's Report	Local or state government (police officers)	To report the crime & resultant injuries to claimant.	Y	Y	Y	N	1,000	$ 50.87	11-086
Letter Reinspection	Firms employing veteran trainees	To confirm that veterans are still in training.	Y	Y	Y	N	850	12.00	11-087
Letter of Verification	Employers	To verify job applicant placements made by local Job Service officers.	Y	Y	Y	N	500	4.00	11-088
MHRC Complaint of Discrimination	Charging parties	Complaint form for charges with the Montana Human Rights Commission Human Rights Act.	Y	Y	Y	N	800	202.35	11-089
Maternity Verified Complaint	Women filing maternity complaints	To file complaints against employers for violations of Montana Maternity League Act.	Y	Y	Y	N	35	90.00	11-090
Medical Certification of Disability	Doctors certifying maternity disability	To certify medical disability related to maternity.	Y	Y	Y	N	50	30.00	11-091
Medical Statement	Citizens, physicians	To establish claimants ability to work physically.	Y	Y	Y	N	12,000	21.16	11-092
Montana Employability Plan	Employment & training program participants	To establish individual's occupational goal & training & supportive services necessary to reach that goal.	Y	Y	Y	N	18,000	13.38	11-093
N/A Newsletter	Individuals, organizations	To update the mailing list for newsletter.	Y	Y	Y	N	800	10.00	11-094
New Application	School administrators, teachers	To obtain information in the enrollment of teachers & administrators.	Y	N	Y	N	500	6.00	11-095
New Application - Cardex	School administrators, teachers	To be used as part of the enrollment process.	Y	N	Y	N	400	6.00	11-096
Notice of Claim to Secondary Employer	Businesses	Notice to employer that claimant has filed an additional claim.	Y	Y	Y	N	1,000	12.16	11-097
Notice of Interstate Appeal	Citizens - employers	To secure claimant a hearing on the merits of his contention that his claim rights have not been fully recognized.	Y	Y	Y	N	600	47.36	11-098
Notice of Issuance & Election	Businesses (insurance carriers)	To notify workers' Comp Div that coverage has been written for a particular firm.	Y	Y	Y	N	7,000	(1)	11-099
Notice of Potential Overpayment Areas	Citizens	To advise claimant under what circumstances benefits may have to be refunded.	Y	Y	Y	N	2,800	33.63	11-100
Notice or Request with Respect to Claim	Citizens, businesses	To request information from a claimant or employer.	Y	N	Y	N	24,000	26.43	11-101
Notice of Termination or Cancellation	Businesses (insurance carriers)	To inform insurance company that coverage has been cancelled.	Y	Y	Y	N	2,500	(1)	11-102

(1) Form cost born by insurance carriers.

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
OJT Monthly Program Report/Invoice	OJT employers	To report reimbursable costs authorized by the OJT contract.	Y	Y	Y	N	12,000	$ 13.38	11-103
OJT Training Contract Agreement	Employees accepting OJT subsidized employment	Agreement between employment office and OJT employer specifying contract obligations.	Y	Y	Y	N	4,000	133.80	11-104
PSE Close Out Package	PSE employers	To account for CETA expenditures & cash received for entire period of PSE contracts.	Y	Y	Y	N	4,500	22.07	11-105
PSE Contract Agreement	Employers authorized PSE subsidized employment	Contractural agreement between employment office & PSE employer specifying contracted obligations.	Y	Y	Y	R	4,000	40.00	11-106
Petition for Final Settlement	Citizens &/or legal counsel	To petition for final settlement.	Y	Y	Y	N	2,500	29.76	11-107
Petition for Full & Final Compromise Settlement	Citizens &/or legal counsel	To petition for full & final settlement of benefits as a result of a controversy.	Y	Y	Y	N	2,500	29.76	11-108
Petition for Full & Final Compromise Settlement (Disputed Liability)	Citizens &/or legal counsel	To petition for a settlement of compensation benefits in a disputed case.	Y	Y	Y	N	1,000	29.76	11-109
Petition to Intervene	Labor orgs, public employers & public employees	To allow labor & organizations to intervene in representation proceedings before the board.	Y	Y	Y	R	30	10.00	11-110
Petition for New Unit Determination & Election	Labor unions, public employers, public employees	To petition for bargaining unit determination & election.	Y	Y	Y	R	100	10.00	11-111
Petition for Partial Lump Sum Settlement	Citizens &/or legal counsel	To petition for advance payment of compensation benefits.	Y	Y	Y	N	1,000	29.76	11-112
Pre-Employment Interview	Employment & training program participants	To determine if participant qualifies for travel & per diem assistance under certain circumstances.	Y	Y	Y	N	24	6.69	11-113
Preliminary Inquiry Forms	Charging parties & potential charging parties	To determine if complaints fall under the jurisdiction of the Human Rights Division.	Y	N	Y	N	2,000	60.00	11-114
Professional Application	Professional applicants & college graduates	To review applicants qualifications prior to referred.	Y	Y	Y	N	100	5.00	11-115
Program Fact Sheet	Employer responsible for apprentices training	To eliminate unnecessary visits to uninterested firms.	Y	N	Y	N	250	90.00	11-116
Qualification & Experience Information Required	Citizens	To establish that applicant has required experience as required by state laws.	Y	Y	Y	R	2,000	15.83	11-117
Receipt of Copy of Charge of Discrimination	Respondents	Proof of service of complaint of discrimination upon respondent.	Y	Y	Y	N	200	10.00	11-118
Record Book	Trainee, apprentice	To total monthly hours of training.	Y	Y	Y	N	2,500	100.00	11-119

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Release Form	Charging parties	To seek information to complete investigations.	Y	Y	Y	N	300	$ 10.00	11-120
Report on Employment, Payroll & Hours	Public & private employers from sample design	To distribute multi-county employment to counties for use in computing unemployment rate.	Y	Y	Y	N	60	5.58	11-121
Report on Employment, Payroll & Hours	Public & private employers from sample design	To provide occupational employment by industry.	Y	N	Y	R	12,500	72.10	11-122
Report of Physical Examination - Hoisting Engineer	Businesses, (doctor's offices)	To obtain physical report of the applicant from a medical doctor.	Y	Y	Y	N	2,000	15.83	11-123
Request for Allowances or Wages	CETA participants	CETA participants are entitled to weekly payments based on attendance of approved training.	Y	Y	Y	R	48,000	19.54	11-124
Request for Approval of Training	Citizens	To justify receiving benefits & training at the same time.	Y	Y	Y	N	2,600	5.99	11-125
Request for Determination of Federal Military Service & Wages - UCX	Citizens	To request determination of eligibility for unemployment compensation for ex-service personnel.	Y	Y	Y	N	2,000	34.35	11-126
Request for Proposals	CBO's, Non-profit orgs, private industry governmental agencies	To solicit grant proposals for model or research projects.	Y	Y	Y	R	350	257.55	11-127
Request for Relocation Expenses	Employment & training program participants	To show qualification & authorize relocation assistance of participants.	Y	Y	Y	N	100	13.38	11-128
Request to Reopen Claim	Citizens & businesses	To req to file benefits after he/she has already estab a valid claim & has subsequent employment.	Y	Y	Y	N	30,000	31.97	11-129
Request for Revision or Redetermination	Citizens & businesses	To reverse determination when additional information is presented.	Y	Y	Y	N	12,000	15.37	11-130
Request for Separation Info for Additional Claim UCFE	Citizens	To provide separation information from subsequent federal employment.	Y	Y	Y	N	8,000	57.75	11-131
Request for Wage & Separation Information - UCFE	Citizens	To obtain wage & separation info so that a monetary & non-monetary determination can be made.	Y	Y	Y	N	14,000	56.20	11-132
Request for Withdrawal of Charges of Discrimination	Charging parties	To drop charges of discrimination.	Y	Y	Y	N	200	117.00	11-133
Respondents Answer to Claim	Employers	To provide employer standard form to answer all pertinent facts of a claim.	Y	Y	N	N	1,500	37.00	11-134
Restaurant, Bar & Tavern Wage Protection Fund Bond	Bonding companies, ins. companies	To supply restaurant, bar & tavern owners & bonding co's a bond form to comply with 39-3-604.	Y	Y	Y	N	3,500	28.00	11-135
Restaurant, Bar & Tavern Questionnaire	Restaurant, bar and tavern operators	To determine need or requirements for bond.	Y	N	Y	N	3,500	12.00	11-136

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Self-Application	Applicant Registering for work	To register for work or other services with Job Service office.	Y	Y	Y	E	22,000	$ 5.00	11-137
Settlement Agreements	Charging parties & respondents	Agreement between parties prior to a finding, a no fault settlement.	Y	Y	Y	N	200	468.00	11-138
Statement to Correct Information	Employers	To obtain correct information that was previously erroneously reported.	Y	Y	Y	N	1,300	18.30	11-139
Suitable Employment Certificate	Employment & training program participants	To determine approval or disapproval for relocation assistance.	Y	Y	Y	N	24	6.69	11-140
Summary of College Credits	School administrators & teachers	To obtain listing of college credits.	Y	N	Y	N	500	5.00	11-141
Supplemental Employer Registration	Potential covered agricultural employers	To gain base info to determine subjectivity of an agricultural or domestic employer to unemployment insurance tax.	Y	Y	Y	C	1,000	7.08	11-142
Supportive Services Request	Qualified participants	To authorize supportive services based on individual needs.	Y	Y	Y	N	4,000	10.23	11-143
Teaching Reference	School administrators	To obtain information regarding teaching &/or administrative ability.	Y	N	Y	N	300	5.00	11-144
Transfer of Experience Rating Questionnaire	New & former employees	To be allowed to take the same tax rate of employer from whom they bought their business from.	Y	Y	Y	N	1,200	8.21	11-145
Unfair Labor Practice	Labor unions, public employees, public employers	To file alleged statutory violations to the collective bargaining process.	Y	Y	Y	R	100	10.00	11-146
Verification of Earnings	Businesses	To verify wages & hours worked by claimant.	Y	N	Y	N	600	6.07	11-147
Verification of Employment & Salary	Businesses (employers)	To provide a uniform method for obtaining employment & salary information.	Y	Y	Y	R	750	89.31	11-148
Victim's Claim Form	Citizens	Provide uniform method for a victim of crime to apply for benefits.	Y	Y	Y	N	500	62.09	11-149
WIN Pay Order	WIN participants	To entitle to bi-monthly payments for allowances based on attendance of approved training.	Y	Y	Y	R	6,000	20.41	11-150
WIN Payment Questionnaire	WIN participants	To specify allowable allowances & rates of those allowances.	Y	Y	Y	N	2,000	47.66	11-151
WIN Registration Record	AFDC applicants	To register with the WIN program.	Y	Y	Y	N	12,000	32.80	11-152
Wage Affidavit	Citizens	To verify earnings as noted by claimant.	Y	Y	Y	N	600	6.03	11-153

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LABOR & INDUSTRY

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Wage Claim Form	Employees filing wage claims	To file wage claim that will give the pertinent facts & provide an assignment of the claim.	Y	Y	Y	N	1,800	$ 31.00	11-154

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LIVESTOCK

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Account of Sale Circular - Brand Owner	Brand owners	To assist in determining ownership of estray animals.	Y	N	Y	N	700	$ 12.13	12-001
Account of Sale Circular - Shipper	Livestock shippers	To assist in determining ownership of estray animals.	Y	N	Y	N	550	30.00	12-002
Aerial Hunting Monthly Report Form	Permitted pilots	For pilots to report hours flown hunting, and game taken.	Y	Y	Y	N	1,000	12.31	12-003
Aerial Hunting Violation Report	Law enforcement agencies	To report aerial hunting violations.	Y	Y	Y	N	50	47.60	12-004
Affidavit of Change of Name	Brand owners	To change the name on a recorded brand.	Y	Y	Y	N	40	12.13	12-005
Affidavit of Ownership of Brand	Brand applicants	To apply for ownership of a brand that was never re-recorded.	Y	Y	Y	N	20	17.83	12-006
Application & Agreement	Livestock industry	To establish an official Brucellosis or Tuberculosis free swine or cattle herd.	Y	Y	Y	N	5	30.00	12-007
Application for an Approved Quarantined Feed Lot	Livestock industry	For a feed lot to be allowed to receive diseased animals.	Y	Y	Y	N	0	30.00	12-008
Application for a Brand	Brand applicants	To apply for a Livestock Brand.	Y	Y	Y	N	1,200	12.13	12-009
Application for Deputy State Veterinarian	Licensed veterinarian	To allow veterinarians to fulfill the agency's function.	Y	Y	Y	N	25	30.00	12-010
Application for Garbage Feeding License	Livestock industry	To engage in the business of garbage feeding.	Y	Y	Y	N	5	30.00	12-011
Application for License	Livestock industry	To provide a general purpose application.	Y	Y	N	N	0	30.00	12-012
Application for License to Engage in the Egg Business	Poultry industry	To engage in the business of buying, selling or dealing in eggs.	Y	Y	Y	N	275	30.00	12-013
Application for Montana Milk Distributor's Permit	Dairy industry	To permit distribution of milk and milk products.	Y	N	Y	N	175	30.00	12-014
Application for Permit	Livestock industry	To permit the importation of cattle into Montana for grazing purposes only.	Y	Y	Y	N	60	30.00	12-015
Application for Permit to Conduct Association & Test Station Sales	Permit applicants	To apply for a permit to auction livestock.	Y	Y	Y	N	15	48.00	12-016
Application for Poultry Shipping Permit	Livestock industry	To permit the shipping of eggs, chicks, and poultry into Montana.	Y	Y	Y	N	0	30.00	12-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application/Renewal of Cream Station License	Dairy industry	To license processing plants to obtain product from remote areas.	Y	Y	Y	N	2	$ 30.00	12-018
Application/Renewal of Fluid Milk Plant License	Dairy industry	To license fluid milk plants.	Y	Y	Y	N	25	30.00	12-019
Application/Renewal of Grade A Producer Dairy License	Dairy industry	To license "Grade A" milk facilities.	Y	Y	Y	N	325	30.00	12-020
Application/Renewal of License Milk Producers	Dairy industry	To license dairy farmers who market milk for manufacturing dairy products.	Y	Y	Y	N	25	30.00	12-021
Application/Renewal of Manufactured-Dairy-Products Plant License	Dairy industry	To license all manufacturing dairy products plants.	Y	Y	Y	N	25	30.00	12-022
Application/Renewal of Milk & Cream License	Dairy industry	To license milk & cream testers, graders, weighers, samplers, & haulers.	Y	Y	Y	N	85	30.00	12-023
Application for a Sheep Brand	Sheep owners	To apply for & record a sheep brand.	Y	Y	Y	N	30	12.13	12-024
Assignment of Brand	Brand owners	To transfer a brand.	Y	Y	Y	N	800	12.13	12-025
Brand Owner's Claim	Brand owners	To assist in determining ownership of estray animals.	Y	N	Y	N	200	12.13	12-026
County Livestock Tax Distribution	Counties	To report county breakdown of livestock taxes.	Y	N	N	E	650	20.00	12-027
Duplicate Affidavit	Brand owners	To replace a lost bill of sale.	Y	Y	Y	N	150	30.00	12-028
Indemnity Bond	Shippers	To insure against liability from this department.	Y	N	Y	N	12	65.00	12-029
Livestock Dealer Data for State Bonds Only	State bonded livestock dealers	To determine bond amount to be carried by livestock dealers.	N	N	N	E	75	12.13	12-030
Livestock Dealer License Application	Livestock dealers	To apply for a Livestock Dealer License.	Y	Y	Y	N	200	28.00	12-031
Livestock Dealer License Renewal Letter	Livestock dealers	To inform licensed dealers to renew annual licenses.	Y	Y	Y	N	900	15.17	12-032
Livestock Market License Renewal & Data Letter	Livestock market owners	To renew Market License & obtain pertinent data.	Y	Y	Y	N	17	15.17	12-033
Livestock Producers Aerial Hunting Request Form	Livestock producers	To request aerial hunting over a producers land.	Y	Y	Y	R	500	17.83	12-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF LIVESTOCK

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Mis-Branding Affidavit	Livestock owners/shippers	To declare a mis-branding and to request a release from the owner.	Y	N	Y	N	50	$ 12.13	12-035
Monthly Report - Skunk Rabies Control	Rabies control agents	To maintain a record of strychnine eggs used.	Y	N	Y	N	50	12.13	12-036
M-44's Applicator's Monthly Report	M-44 applicators	To maintain a record of sodium cyanide capsules used.	Y	N	Y	N	300	12.13	12-037
Notice to Veterinary Technicians	Veterinary technicians	To allow veterinary technicians to do official brucellosis vaccinations &/or pre-sale market inspections.	Y	Y	Y	N	5	30.00	12-038
Notice to Veterinarians Planning to Practice in Montana this year	Licensed veterinarians	To allow veterinarians to fulfill the agency's functions.	Y	Y	Y	N	30	30.00	12-039
Pilot Application for Aerial Hunting Permit	Pilots	To apply for an aerial hunting permit.	Y	Y	Y	N	50	12.13	12-040
Pork Check Off - Purchasers Monthly Statement	Hog buyers	To accompany remittances of pork check off fees.	Y	Y	Y	N	500	15.00	12-041
Rabies Control Agent's Weekly Report	Rabies control agents	To justify & verify payment for work completed.	Y	N	Y	N	100	12.13	12-042
Release of Interest	Brand owners	To assist in determining ownership of estray animals.	Y	N	Y	N	400	12.13	12-043
Renewal of Egg Grader/ Candler License	Poultry industry	To license egg graders and candlers.	Y	Y	Y	N	75	30.00	12-044
Renewal of Garbage Feeder License	Livestock industry	To renew expired license.	Y	Y	Y	N	5	30.00	12-045
Renewal of Meat Depot License	Livestock industry	To renew or apply for new meat depot license.	Y	Y	Y	N	10	30.00	12-046
Renewal of Meat Packing House License	Livestock industry	To renew or apply for new meat packing house license.	Y	Y	Y	N	55	30.00	12-047
Renewal of Rendering Plant License	Livestock industry	To renew or apply for rendering plant license.	Y	Y	Y	N	10	30.00	12-048
Renewal of Slaughter-house License	Livestock industry	To renew or apply for slaughter-house license.	Y	Y	Y	N	55	30.00	12-049
Vendors Invoice	General	Sent to vendors to certify invoicing of the state.	Y	N	Y	N	100	60.00	12-050

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF MILITARY AFFAIRS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Blanket Certificate	Local governments	To certify that all disaster work is completed.	Y	Y	Y	N	20	$ 15.15	13-001
Damage Survey Report	Local governments	To identify damages, & to estimate the cost of restoration.	Y	Y	Y	N	20	15.15	13-002
Designation of Applicant's Local Agent	Local governments	To identify the official who is to request state emergency funds.	Y	Y	Y	N	20	15.15	13-003
Emergency Communication Development Plan	Local governments	To develop a communication system to support civil defense operations.	Y	Y	Y	N	12	272.70	13-004
Equipment Loan Agreement	General public	Formal agreement for use of dept. equipment.	Y	Y	Y	N	300	10.13	13-005
Final Inspection Report	Local governments	To insure that work in the approval project application has been completed.	Y	Y	Y	N	20	15.15	13-006
Local Purchase Request & Bid Form	Local businesses	To bid on services needed by the dept.	Y	Y	Y	N	75	12.13	13-007
Local Services Invoice	Commercial enterprises	Verification of purchase.	Y	Y	Y	N	50	12.13	13-008
Monitoring Assignment	Local governments	To assign monitors.	Y	N	Y	N	500	15.15	13-009
Oath of Office	Local governments	To record compliance with state statutes.	Y	Y	Y	R	6	15.15	13-010
Project Application	Local governments	To consolidate estimated costs of all damage survey reports.	Y	Y	Y	N	20	15.15	13-011
Registration & Exposure Record	RADEF students	Class registration & to record exposure to radiation during class.	Y	Y	Y	N	500	15.15	13-012
Registration Forms	Course students	To register for Hazardous Materials Course.	Y	N	Y	N	500	15.15	13-013
Request for Advance of Funds	Local governments	To request funds needed for restoration work.	Y	Y	Y	N	20	15.15	13-014
Request for Training Duty Leave of Absence	Employers of guard members	Notify employers of annual training.	Y	Y	Y	N	300	12.13	13-015
Summary of Documentation	Local governments	To summarize all costs incurred in doing eligible disaster work.	Y	Y	Y	N	20	15.15	13-016
Travel Expense Voucher Work Copy	Local governments	To provide for federal reimbursement of travel expenses from training.	Y	N	Y	N	200	15.15	13-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF MILITARY AFFAIRS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Use Agreement	General public	Formal agreement for use of dept. property.	Y	Y	Y	N	200	$ 10.13	13-018
Wipe of Source Set	Local governments	To further control of radioactive source within the state.	Y	Y	Y	N	30	15.15	13-019

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Affidavit	Private landowners	To provide forest fire protection services to private landowners.	Y	Y	Y	R	400	$ 88.00	14-001
Agreement -- Non-Forest Lands	Private landowners	Allow private landowners to receive fire protection on non-forest lands.	Y	Y	Y	R	24	50.00	14-002
Application for Beneficial Water Use Permit	Potential water users	Any new use of water must be permitted before use.	Y	Y	Y	N	1,000	28.14	14-003
Application for Change of Appropriation Water Right	Water right holders	To apply for a change in existing water right.	Y	Y	Y	N	300	41.31	14-004
Application for Extension of Time	Water permit holders	To extend the time in which a water right permit holder has to complete their development.	Y	Y	Y	N	200	17.08	14-005
Application for Fire Hazard Reduction Agreement	Loggers	To apply for hazard reduction agreement.	Y	Y	Y	N	600	10.00	14-006
Application for Reservation of Water	States, political subdivisions, or U.S. Government	To allow for application of reserving water.	Y	Y	Y	R	5	64.94	14-007
Application to Sever or Sell Appropriation Water Right	Water right holders wishing to sell their water right	To apply for authorization to sever or sell water rights appurtenant to specific land.	Y	Y	Y	N	10	64.94	14-008
Authorization/Denial for Set-Aside Assistance	Fuel allocation office personnel	Authorize or deny set-aside.	Y	Y	Y	N	2,500	48.83	14-009
Authorization/Denial for Set-Aside Assistance	Fuel allocation office personnel	Authorize or deny set-aside.	Y	Y	Y	N	2,500	46.83	14-010
Boards Decision	Conservation district board of supervisors	To advise applicant for work on stream bank or in stream.	Y	Y	Y	R	500	60.00	14-011
Bond	Petroleum industries (drillers & producers)	To post required surety bond.	Y	Y	Y	N	300	25.00	14-012
Bond/Assignment Agreement/Notice of Deposit	Petroleum producers	To purchase a Certificate of Deposit and assign to the board in lieu of surety bond.	Y	Y	Y	N	100	71.00	14-013
Completion Report	Petroleum industries	To report all pertinent information about an oil or gas well.	Y	Y	Y	N	7,000	20.37	14-014
Data Needed for Closure Request	County commissioners	To gather data on fire conditions in a county.	Y	Y	Y	N	10	30.00	14-015
Gasoline or Other Extraction Plan	Gas or extraction plant purchasers of natural gas	To report acquisition of natural gas & disposition by extraction of other hydrocarbons	Y	Y	Y	N	500	24.45	14-016
Grazing District Permit	Permittees on state grazing districts	To assign grazing rights to permittees.	Y	Y	Y	N	1,200	45.00	14-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS
DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Monthly Gas Report	Purchasers of natural gas	To report acquisitions and dispositions of gas by field.	Y	Y	Y	N	1,000	$ 24.45	14-018
N.G.P.A. Application for New Natural Gas determination	Oil & gas industries	To provide info to qualify well to receive the maximum lawful price for new natural gas.	Y	Y	Y	N	500	59.00	14-019
N.G.P.A. Application for New On-Shore Production Well Determination	Oil & gas industries	To provide info to qualify well for maximum lawful price for this category.	Y	Y	Y	N	400	29.00	14-020
N.G.P.A. Application for Stripper Well Natural Gas Determination	Oil & gas industries	To provide info to qualify well to receive the maximum lawful price for this category.	Y	Y	Y	N	750	59.00	14-021
Notice of Classification Determination	Oil & gas industries	To notify F.E.R.C. & applicants & other interested parties of results of determination.	Y	Y	Y	N	750	18.00	14-022
Notice of Completion of Change of Appropriation of Water Right	Holders of authorization to change appropriation water right	To perfect the authorization to change appropriation.	Y	Y	Y	N	150	14.98	14-023
Notice of Completion of Groundwater Development	New groundwater users of less than 100 GPM	To allow the establishing of a right to use groundwater less than 100 GPM.	Y	Y	Y	N	3,000	16.65	14-024
Notice of Completion of Water Development	Permit holders	To show that the permittee has completed his water development project according to terms of his permit.	Y	Y	Y	N	500	14.98	14-025
Notice of Proposed Project	Individuals performing work on stream bank or in streams	To explain nature of work on stream banks or in streams.	Y	Y	Y	N	500	60.00	14-026
Notice & Statement of Opinion	Applicants for beneficial water use permit	To allow applicant due process if an application is to be modified or conditioned.	Y	Y	Y	N	20	25.16	14-027
Notification of Temporary Emergency Appropriation	Emergency water users	To allow appropriators of water to notify the department of their emergency use of water.	Y	Y	Y	N	10	25.16	14-028
Notification of Transfer of Appropriation	New water right holders	To provide the department with current name & address, etc. of water right holders.	Y	Y	Y	N	400	37.14	14-029
Objection of Application	Water right holders	To allow water right holders to object to new applications.	Y	Y	Y	N	600	41.35	14-030
Objection to N.G.P.A. Determination	Any interested parties	To allow any interested person to file an objection to any application.	Y	Y	Y	N	50	18.00	14-031
Objection Release	Public - objecting to a water right application	To settle objections on water rights applications.	Y	N	Y	N	300	25.60	14-032
Official Complaint	Individuals wishing to rpt violation of law	To report violations of the National Streambed & Land Preservation Act of 1975.	Y	Y	Y	N	50	60.00	14-033
Organization Report	Petroleum producers doing business in MT	To provide listing of petroleum producers & update changes.	Y	Y	Y	N	200	24.45	14-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Producers Certificate of Authorization to Transport Oil or Gas	Petroleum producers	To report ownership & request authorization to transport by pipeline or other carrier.	Y	Y	Y	N	1,000	$27.05	14-035
Producers Payment of Oil or Gas Production Tax	Petroleum industries	To report taxable oil & gas production on a quarterly basis.	Y	Y	Y	N	2,000	12.50	14-036
Purchaser Withholding Report	Forest products industries	To report withholding under state Hazard Reduction Law.	Y	Y	Y	N	1,500	30.00	14-037
Refiner's Monthly Report of Receipts & Deposition of Crude Oil	Crude oil Refining Companies	To report storage, receipts, & deposition of crude oil processed.	Y	Y	Y	R	500	15.68	14-038
Report of Production	Petroleum industries	To report monthly oil & gas production in Montana.	Y	Y	Y	N	25,000	7.70	14-039
Report of Subsurface Injections	Petroleum industries	To report injections into wells for secondary recovery purposes.	Y	Y	Y	N	5,000	16.00	14-040
Request for Set-Aside Assistance	All jobbers, wholesalers, etc.	To request state set-aside fuel.	Y	Y	Y	R	5,000	27.30	14-041
Reservoir Survey Report & Gas-Oil Ratio	Petroleum producers	To report periodically on the reservoir pressures & gas-oil ratio.	Y	Y	Y	N	500	20.00	14-042
Right-of-Way Clearing Notice	Loggers	To inform Forest Div. of Right-of-Way clearing.	Y	Y	Y	N	50	10.00	14-043
Statement of Claim for Existing Water Rights	Existing water rights holders	To allow for the claiming of existing rights to be adjudicated.	Y	Y	Y	N	10,000	15.00	14-044
Sundry Notices & Report of Wells	Petroleum industries - drillers & producers	To permit to drill an oil or gas well, & report intentions on development of wells.	Y	Y	Y	N	15,000	15.29	14-045
Team Member Report	DNRC, DFW&P & landowners	To advise applicant of a permit to do work in stream or on bank.	Y	Y	Y	N	500	60.00	14-046
Termination	Applicants of new use of water	To notify the department that the applicant wishes to terminate application.	Y	Y	Y	N	100	200.00	14-047
Transportation Agency's Monthly Rpt of Receipts & Disposition of Crude Oil	Transporters of crude oil	To report crude oil receipts & oil in transit.	Y	Y	Y	R	1,000	15.68	14-048
Tree Order Application Form	Individuals	To order tree seedlings from the state nursery.	Y	Y	Y	N	1,500	50.00	14-049
Well Log Report	Licensed well drillers	To provide specific info about groundwater construction of the well.	Y	Y	Y	N	3,000	300.00	14-050

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Acupuncture Application	Acupuncturists	To apply for a license to practice acupuncture in the state.	Y	Y	Y	N	3	$ 60.00	15-001
Address Change Form	Real estate agents	To ascertain correct location of licensee requesting a change of address.	Y	Y	Y	R	250	58.10	15-002
Admission Card	Plumbers - journeymen	To admit journeymen plumbers to the examination for license.	Y	N	Y	N	120	100.00	15-003
Admission Card	Plumbers - masters	To admit master plumbers to the examination for license.	Y	N	Y	R	48	100.00	15-004
Affidavit	Plaintiffs	To swear to facts submitted as evidence of complaint.	Y	Y	Y	R	20	10.00	15-005
Annual Report of Schools	Nursing schools	To ascertain if board standards are being met.	Y	Y	Y	N	10	440.00	15-006
Application	License applicants	To apply for osteopathic examiners license.	Y	Y	Y	R	3	30.00	15-007
Application for Apprentice Barber Exam	Barber school graduates	To determine eligibility for license in accordance with statutes & rules.	Y	Y	Y	N	150	28.00	15-008
Application for Beauty Salon Certification of Registration	Salon owners, cosmetologists	To determine if proposed salons meet with standards.	Y	Y	Y	N	130	71.00	15-009
Application for CPA Form	CPA applicants	To obtain information as to qualification of applicants for licensure.	Y	Y	Y	R	500	123.50	15-010
Application for Certification as a Preceptor in Pharmacy	Pharmacists	To determine eligibility for a registered pharmacist to serve as a preceptor.	Y	Y	Y	R	50	30.00	15-011
Application for Chiropractor License	Graduate chiropractors	To determine eligibility for licensure.	Y	Y	Y	N	100	54.00	15-012
Application -- Dental Hygienists	Dental hygiene school graduates	To apply for dental hygiene licensure in the state.	Y	Y	Y	N	200	82.00	15-013
Application - Dentists	Dental school graduates	To apply for licensure as a dentist in the state.	Y	Y	Y	N	200	82.00	15-014
Application for Electrical Contractor License	Electricians	To apply for licensure as an electrical contractor in the state.	Y	Y	Y	N	150	28.00	15-015
Application for Electrician License	Electrician applicants	To provide the board with qualifications as an electrician.	Y	Y	Y	R	400	54.00	15-016
Application for Electrologists License	Electrologists	To determine if an applicant meets electrologists license requirements.	Y	Y	Y	N	3	48.00	15-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application for Equivalency Determination	Real estate brokers	To determine if 2 year sales requirement can be waived because of other qualifications.	Y	Y	Y	R	40	$ 80.00	15-018
Application for Examination	Architects	To apply for an architecture license.	Y	Y	Y	N	150	358.00	15-019
Application for Examination & Certification as a Veterinary Technician	Veterinary technicians	To determine eligibility for licensure.	Y	Y	Y	N	10	54.00	15-020
Application for Examination & License	Cosmetology students	To determine eligibility to take the cosmetologists exam.	Y	Y	Y	N	325	48.00	15-021
Application for Examination & License from Out-of-State Operators	Out-of-state cosmetologists	To determine eligibility to take the cosmetologists exam.	Y	Y	Y	N	35	48.00	15-022
Application for Examination for License to Practice Veterinary Medicine	Potential veterinarians	To determine eligibility for license in accordance with statutes & rules.	Y	Y	Y	R	50	54.00	15-023
Application for Examination before the Montana Board of Optometry	Examination applicants	To determine eligibility for the examination.	Y	Y	Y	R	25	35.00	15-024
Application for Examination & Registered Pharmacist Certificate	Examination applicants	To determine eligibility for the examination.	Y	Y	Y	R	35	124.00	15-025
Application for Examination & Registration as a barber.	Apprentice barbers	To determine eligibility for the examination.	Y	Y	Y	N	100	28.00	15-026
Application for Examination & Registration for Teacher of Beauty Culture	Cosmetology licensees	To determine eligibility for a license to teach.	Y	Y	Y	N	10	48.00	15-027
Application for Examination &/or Temporary Permit	Nursing home administrator applicants	To determine eligibility to take the examination.	Y	Y	Y	N	15	54.00	15-028
Application for a Hearing Aid Trainee License	Hearing aid technicians	To determine eligibility for licensure.	Y	Y	Y	N	20	70.00	15-029
Application for Inspection for Shop License	Licensed barbers	To register a barbershop with the board.	Y	Y	Y	N	50	28.00	15-030
Application for License	Security business owners	To provide basic information for the license.	Y	Y	Y	R	60	20.00	15-031
Application for License to Conduct a School of Beauty Culture	Licensed cosmetologists	To determine if an applicant for a school license meets requirements.	Y	Y	Y	R	10	48.00	15-032
Application for License as a Mortician	Interns	To determine if an intern has satisfactorily completed his internship.	Y	Y	Y	R	10	20.00	15-033
Application for License or Permit	Radiologic technologists	To determine eligibility of applicant to take the x-ray examination.	Y	Y	Y	N	200	54.00	15-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application for License to Practice	Newly licensed CPA's	To apply for actual certification of licensure.	Y	Y	Y	N	1,600	$ 70.00	15-035
Application for Licensing Psychologists	Potential psychologists	To determine eligibility for licensure.	Y	Y	Y	N	30	60.00	15-036
Application for Registration to Practice Landscape Architecture	Landscape architects	To apply for registration.	Y	N	Y	N	200	10.00	15-037
Application for License by Reciprocity	Nursing home administrators	To determine eligibility for licensure.	Y	Y	Y	N	6	100.00	15-038
Application for License by Store	Business selling household drugs	To determine eligibility for licensure.	Y	Y	Y	R	100	28.00	15-039
Application for Licensure by Endorsement	Out-of-state nurses	To determine eligibility for licensure.	Y	Y	Y	N	1,000	15.50	15-040
Application for Licensure as a Journeyman Plumber	Plumbers	To determine eligibility for licensure.	Y	Y	Y	R	250	35.00	15-041
Application for Licensure as a Master Plumber	Plumbers	To determine eligibility for licensure.	Y	Y	Y	R	150	45.00	15-042
Application for Licensure as a Water Well Contractor	Water well contractors	To determine eligibility for licensure.	Y	Y	Y	R	50	35.00	15-043
Application for Mortician's License by Reciprocity	Morticians	To determine eligibility for licensure by reciprocity.	Y	Y	Y	R	15	35.00	15-044
Application for New Real Estate Broker's License	Potential brokers	To record necessary information for new brokers.	Y	Y	Y	R	250	30.00	15-045
Application for New Real Estate Salesperson's License	Potential salespersons	To record necessary information for new salespersons.	Y	Y	Y	R	700	30.00	15-046
Application for Office or Partnership Registration	Accountants	To furnish the offices of CPA's & LPA's in the state.	Y	Y	Y	N	1,000	70.00	15-047
Application for Out-of-State Cosmetologist's License	Cosmetologists	To determine eligibility for licensure without an examination.	Y	Y	Y	N	50	48.00	15-048
Application for Permission to Take Mortician's Examination	Morticians	To determine eligibility for licensure.	Y	Y	Y	N	15	20.00	15-049
Application for Physical Therapists	Physical therapists	To determine eligibility for licensure.	Y	Y	Y	N	50	70.00	15-050
Application - Physicians & Surgeons	Physicians	To determine eligibility for licensure.	Y	Y	Y	N	500	65.00	15-051

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS
DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application for a Podiatrist	Podiatrists	To determine eligibility for licensure.	Y	Y	Y	N	10	$ 60.00	15-052
Application for Reciprocal Montana Real Estate Broker's License	Brokers	To provide a record of reciprocity licensees.	Y	Y	Y	N	200	58.10	15-053
Application for Registering & Licensing as a Certified Pharmacy	Pharmacy owners	To determine eligibility for licensure.	Y	Y	Y	R	25	45.00	15-054
Application for Registering & Licensing as a Class IV Facility	Family planning clinic	To determine eligibility for licensure.	Y	Y	Y	R	2	50.00	15-055
Application for Registration of Intern	Interns	To determine propriety of intern registration.	Y	Y	Y	R	50	25.00	15-056
Application for Registration under the Montana Dangerous Drug Act	Certified pharmacies	To provide information for registration under the DDA.	Y	Y	Y	R	25	25.00	15-057
Application & Registration for Real Estate Examination	Real estate brokers & salespersons	To register for the examination.	Y	Y	Y	R	2,000	①	15-058
Apprentice Form	Electrician apprentices	To provide information on apprentice & his employers.	N	Y	Y	N	50	28.00	15-059
Bond for Real Estate Broker &/or Salesman	Real estate licensees	To document proper bonding.	Y	Y	Y	R	900	26.80	15-060
Branch Office License Application	Real estate brokers	To issue branch office license to brokers.	Y	Y	Y	R	60	58.00	15-061
Broker License Renewal Application	Real estate brokers	To renew broker's license.	Y	Y	Y	R	1,500	19.68	15-062
Broker's Agreement & Consent to Jurisdiction	Brokers	To give the state jurisdiction over out-of-state brokers.	Y	Y	Y	N	200	20.85	15-063
Certificate - Change of Pharmacist in Charge	Registered pharmacists	To provide notice of a pharmacist in charge of a certified pharmacy.	Y	Y	Y	R	15	20.00	15-064
Club Report	Promoters	To report ticket sales on professional boxing & wrestling events.	Y	Y	Y	R	12	65.00	15-065
Complaint Form	General public	To file a formal complaint with the Board of Dentistry.	Y	Y	Y	N	20	15.13	15-066
Complaint Form	General public	To file a formal complaint with the Board of Architects.	Y	Y	Y	N	7	15.13	15-067
Complaint Form	Hard of hearing public	To file a formal complaint with the Board of Hearing Aid Dispensers.	Y	Y	Y	N	6	135.00	15-068

① Costs born by the Real Estate Testing Service

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Complaint Form	Public	To document details of a complaint.	Y	Y	Y	N	175	$ 20.15	15-069
Continuing Education Approval	Chiropractors	To monitor continuing credits for license renewal.	Y	Y	Y	N	250	28.00	15-070
Continuing Education Report Form	Licensed veterinarians & veterinary technicians	To provide certification of attendance at continuing education program.	Y	Y	Y	R	600	15.00	15-071
Continuing Education Validation Slip	Licensed optometrists	To validate continuing education hours.	Y	N	Y	R	200	12.00	15-072
Dental Hygiene Licensure Verification	Other state's Boards of Dentistry	To verify dental hygiene licensure in other states.	Y	Y	Y	N	25	15.13	15-073
Dental Hygiene Moral Character Reference Letter	General public	To evaluate the moral character of the applicant applying for licensure.	Y	Y	Y	N	120	15.13	15-074
Dentist Moral Character Reference Letter	General public	To evaluate the moral character of the applicant for licensure.	Y	Y	Y	N	180	15.13	15-075
Dentists Licensure Verification	Other state's Boards of Dentistry	To verify dental licensure in other states.	Y	Y	Y	N	25	15.13	15-076
EIT Application Form	Applicants for engineer-in-training exam	To admit EIT applicants to qualifying exam.	Y	Y	Y	R	1,500	28.00	15-077
EMT Application	Emergency medical technicians - basic	To obtain information regarding the individual who is applying for EMT license.	Y	N	Y	N	1,000	60.00	15-078
Educational Questionnaire	Potential massage therapists	To find out if their educational qualifications meet our law.	Y	Y	Y	N	15	20.00	15-079
Employee Security Check	Licensee's or their employees	To provide licensee with criminal history information on employees.	Y	N	Y	N	20	20.00	15-080
Employer's Affidavit	Registered pharmacists/ preceptors	To certify the number of internship hours completed.	Y	Y	Y	R	150	20.00	15-081
Equipment & Facilities Inspection Report	Licensed dealers	To make the board aware of dealers facilities in lieu of an inspection.	Y	Y	Y	N	40	70.00	15-082
Exam Verification Forms	All examiners	To verify attendance at scheduled examination.	Y	N	Y	N	400	10.00	15-083
Examination Application	Individuals interested in dispensing hearing aids	To determine eligibility & qualifications of applicants.	Y	Y	Y	N	4	100.00	15-084
Examination Application	Potential nurses	To ascertain if applicant meets the requirements necessary in order to sit for exam.	Y	Y	Y	N	700	20.00	15-085

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Faculty Qualifications	Nursing faculty	To insure qualifications to teach nursing.	Y	Y	Y	N	60	$ 20.00	15-086
Final Supervision Report	Supervising psychologists	To show that supervision has been completed & candidate is ready to take exam.	Y	Y	Y	N	10	60.00	15-087
Initial Form for Being Supervised	Potential psychologists & supervising psychologists	To enter into an agreement with a licensed psychologist for supervision.	Y	Y	Y	N	10	12.00	15-088
LS Application Form	LS applicants for registration	To obtain information on qualifications.	Y	Y	Y	R	2,000	54.00	15-089
LSIT Application Form	LSIT applicant	To review qualifications of LSIT applicants.	Y	Y	Y	R	45	54.00	15-090
License Application	Nurses	To collect information on each new nurse.	Y	Y	Y	R	1,000	25.00	15-091
License Renewal	Licensed mortuaries	To insure persons employed in mortuaries are licensed.	Y	Y	Y	N	90	45.00	15-092
License Renewal	Licensed nursing home administrators	To renew nursing home administrator's licensing.	Y	Y	Y	R	185	54.00	15-093
License Renewal	Licensed persons	To notify licensees of renewal procedures.	Y	Y	Y	N	300	15.15	15-094
Licensing Application Form	Speech pathologists or audiologists	Obtain information on qualifications of applicant for licensure.	Y	Y	Y	N	60	123.50	15-095
Licensing Application	Potential massage therapists	To receive necessary information to prove educational qualification.	Y	Y	Y	R	15	30.00	15-096
Misc License Forms for Horse Racing	Individuals involved in horse racing	To compile information to issue racing license.	Y	Y	Y	N	5,000	48.00	15-097
Notice	Licensees	To request annual renewal of license.	Y	N	Y	N	1,300	100.00	15-098
Official Boxing Contract	Promoters & professional boxers	To contract between boxer, manager & promoter.	Y	N	Y	N	50	80.00	15-099
Official Wrestling Contract	Professional wrestlers & promoters	To contract between wrestler, manager & promoter.	Y	N	Y	N	10	80.00	15-100
PE Application Form	Professional engineer applicants	To obtain all pertinent information on individual applying.	Y	Y	Y	R	300	54.00	15-101
PE - LS Seal Order	PE, LS & ES registrants	To order professional seals.	Y	Y	Y	N	400	10.00	15-102

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Personal Application	Applicants for licensure	To provide personal information concerning applicant.	Y	Y	Y	R	60	$ 2.50	15-103
Preceptor's Evaluation of Internship	Registered pharmacists/ preceptors	To evaluate intern after each reporting period.	Y	Y	Y	R	150	20.00	15-104
Progress Report of Internship Period	Registered interns	To report their progress after each reporting period.	Y	Y	Y	R	150	27.50	15-105
Qualifications of Supervisor	Supervising psychologists	To show qualifications of psychologists to supervise a potential psychologist.	Y	Y	Y	N	10	12.00	15-106
Quarterly Report	Nursing schools	To obtain information on students & new faculty members.	Y	Y	Y	N	50	20.00	15-107
Questionnaire for Cooperating Institutions	Nursing schools & clinical facilities	To ascertain if clinical facilities are adequate to meet necessary standards.	Y	Y	Y	N	20	60.00	15-108
Reciprocal Information	Out-of-state real estate brokers	To ascertain if requesting broker meets licensing criteria.	Y	Y	Y	N	250	15.15	15-109
Reference Letter	Named references	To gather personal information on character & professional reputation of applicant.	Y	Y	Y	N	2,000	10.00	15-110
Reference Letter	Named references	To provide confidential info on applicant to determine fitness to be licensed by the state.	Y	Y	Y	N	350	20.00	15-111
Registered Pharmacist - Renewal Notice	Registered pharmacists	To notify registered pharmacists of the renewal & to indicate change in name &/or address.	Y	N	Y	E	1,100	100.00	15-112
Renewal	Private investigators	To notify licensee that renewal is due.	Y	Y	Y	N	140	25.00	15-113
Renewal Card	Registered barbers	To give current address & current report on the applicant's health.	Y	Y	Y	N	700	28.00	15-114
Renewal Cards	Licensed cosmetologists	To renew cosmetologist's licenses.	Y	Y	Y	N	4,748	71.00	15-115
Renewal Form	Nurses	To renew licenses for RN's & LPN's for each year.	Y	Y	Y	N	1,000	44.30	15-116
Renewal -- Medical & Surgery	Physicians	To inform physician that renewal fee is due & to change address if necessary.	Y	Y	Y	N	2,000	90.00	15-117
Renewal Notice	Licensees - chiropracters	To notify licensees that their license is about to expire, date due, & amount of fee.	Y	N	Y	N	196	22.00	15-118
Renewal Notice	Hearing aid dispensers	To inform licensee that renewal fee is due & payable.	Y	Y	Y	N	45	90.00	15-119

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Renewal Notice	Landscape architects	To remind registrant of statutory requirement for annual renewal of registration.	Y	Y	Y	N	100	$ 10.00	15-120
Renewal Notice	Licensees	To remind licensee that his license is due to be renewed.	Y	N	Y	N	225	45.00	15-121
Renewal Notice	All PE, LS, & ES registrants	To remind registrants of annual renewal of registration.	Y	Y	Y	R	3,200	135.00	15-122
Renewal Notice for Architects	Architects	To notify to renew license.	Y	Y	Y	N	1,000	128.00	15-123
Renewal Notice Analyze/Conduct Research Dangerous Drugs	Researchers of dangerous drugs	To renew licenses & record any change in address or name.	Y	Y	Y	N	3	60.00	15-124
Renewal Notice - Certified Pharmacy	Certified pharmacies	To renew license & record any name or address change.	Y	Y	Y	R	315	130.00	15-125
Renewal Notice - Dentists & Dental Hygienists	Dentists & dental hygienists	To notify to renew license.	Y	Y	Y	N	1,500	178.00	15-126
Renewal Notice - Dispense Dangerous Drugs	Persons dispensing dangerous drugs	To renew licenses.	Y	Y	Y	R	280	60.00	15-127
Renewal Notice - Distribute Dangerous Drugs	Distributors of dangerous drugs	To renew license & record any changes in address or name.	Y	Y	Y	N	80	60.00	15-128
Renewal Notice - Store License	Stores	To renew license & record changes in name or address.	Y	Y	Y	R	1,800	40.00	15-129
Renewal - Osteopathic Physicians	Osteopathic physicians	To renew license.	Y	Y	Y	N	38	40.00	15-130
Renewal - Physical Therapists	Physical therapists	To provide for renewal of license.	Y	Y	Y	R	200	300.00	15-131
Renewal - Podiatrist	Podiatrists	To renew license.	Y	Y	Y	N	35	60.00	15-132
Request for the Exemption Permit from the Water Well Contractors Law	General public	To allow individuals to drill a well on land which is owned or leased by them.	Y	Y	Y	R	3	18.00	15-133
Salesperson Renewal Application	Real estate salespersons	To acquire necessary information to renew license.	Y	Y	Y	N	3,000	16.40	15-134
Sanitarians Application	Sanitarians	To determine whether individuals qualify for licensure.	Y	Y	Y	R	50	45.00	15-135
Seal Order Form	Registered landscape architects	To order an LA Seal.	Y	Y	Y	N	100	10.00	15-136

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF PROFESSIONAL & OCCUPATIONAL LICENSING

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Statement of Employer or Preceptor	Registered pharmacists/ preceptors	To notify the board of date of employment & change in preceptor for interns.	Y	N	Y	R	50	$ 20.00	15-137
Supplemental Form for Reciprocity Licensure	NCARB council certificate holders	To ensure applicants are not currently practicing in state before being granted a license.	Y	Y	Y	N	60	15.13	15-138
Temporary Permit	Nursing students & nurses	To allow licensed nurses or candidate for exam to work until licensure.	Y	Y	Y	N	500	35.00	15-139
Temporary Permit Application	Out-of-state nurses	To allow out-of-state nurse to work while awaiting qualifications check.	Y	Y	Y	N	500	20.00	15-140
Verification of Association or Society Membership	Dental hygienists	To verify membership with an association or society.	Y	Y	Y	N	25	15.13	15-141
Verification Form	RN & LPN	To verify that a nurse has been licensed in another state.	Y	Y	Y	N	500	35.00	15-142
Verification of Membership in Associations or Societies of Dentists	Dental associations or societies	To verify membership with association or society.	Y	Y	Y	N	25	15.13	15-143
Verification of Registration	Any other states board	Verify EIT, LSIT, PE or ES certification.	Y	Y	Y	N	1,500	28.00	15-144

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Acknowledgement of Paternity	Parents in unresolved paternity cases	Voluntarily acknowledge paternity.	Y	Y	Y	N	3,000	$ 12.13	16-001
Address Verification	Postmasters	Request to correct address when trying to locate absent parents.	Y	Y	Y	N	3,000	12.13	16-002
Affidavit of Inactivity	Corporations registered to do business but are not active	Relieve inactive coprorations of filing requirements.	Y	Y	Y	N	100	15.00	16-003
Affidavit-Montana Freight Line Company Tax Report	Railroads & private car owners	Supporting document to Freight Line Co. Tax Report.	Y	Y	Y	N	20	35.00	16-004
Affidavit-North Dakota Reciprocity Agreement	N.D. residents that work in Montana	To affirm N.D. residency.	Y	Y	Y	N	1,500	20.00	16-005
Agency Agreement	Retail liquor store agents	Establish the operational criteria & conditions a liquor agent will follow in operation of retail agency.	Y	Y	Y	N	5	60.00	16-006
Annual Reconciliation Report	Employers	Cover form for filing copy 1 of W-2 Statements and recaps withholding tax account activity.	Y	Y	Y	R	26,000	8.00	16-007
Annual Report	Utilities, railroads, & airlines	Info needed in valuing property.	Y	Y	Y	N	200	280.00	16-008
Application	Joint tenants, beneficiaries, & grantees	Transfer jointly owned real estate reported in probated estates.	Y	Y	Y	N	5,000	14.00	16-009
Application for Agricultural Classification of Lands	Taxpayers owning rural or suburban land	Application for agricultural classification of lands.	Y	Y	Y	R	2,000	90.00	16-010
Application for Automatic Extension of Filing Date	Corporations doing business with Montana	Allow 6 mo. extension to file Corporation Tax Return.	Y	Y	Y	N	5,000	12.00	16-011
Application for Brewer's License	Persons desiring to manufacture beer under code	To license brewers to manufacture, import or sell beer.	Y	Y	Y	N	50	15.50	16-012
Application for Camper Decal Number	Camper owners	To provide info on name & address of camper owner used for accessing property tax & data base on campers. Also document for decal fee.	Y	Y	Y	N	15,000	6.50	16-013
Application for and Cigarette License	Persons selling cigarettes	Provide info on cigarette wholesalers, retailers & vendors & document for license fee.	Y	Y	Y	N	3,500	35.00	16-014
Application for Consent to Transfer Stock	Personal representatives, attorneys and heirs	Apply for release of lien of inheritance tax.	Y	Y	Y	N	10,000	34.50	16-015
Application for Determination of Inheritance Tax	Personal representative of estates	Apply for determination of inheritance tax in estates requiring probate.	Y	Y	Y	N	20,000	23.40	16-016
Application for Determination of Resort Area	Resort owners or owners of proposed resort area.	Encourage growth of recreational areas by issuance of license.	Y	Y	Y	N	25	15.50	16-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application for Determination of Tax	Joint tenants, beneficiaries, & grantees	Apply for determination of inheritance tax in estates not requiring probate.	Y	Y	Y	N	20,000	$ 23.40	16-018
Application for License as a Gasoline Distributor	Gasoline vendors	Provides the division a list of persons licensed to do business.	Y	Y	Y	N	50	31.85	16-019
Application for Magnetic Tape Reporting of Information Returns -- W-2's	Employers	Determine whether an employers magnetic tapes are acceptable in reporting W-2 information.	Y	Y	Y	N	500	12.00	16-020
Application for Property Tax Exemption	Organizations other than federal, state, county or municipalities	Qualify for property tax exemption.	Y	Y	Y	N	500	37.50	16-021
Applications for Public Contractors License	Public contractors	Info on contractors who submit bids on public works. Also document for license fee.	Y	Y	Y	N	3,800	23.50	16-022
Application for Refund of Cigarette Tax	Cigarette manufacturers	Basis for issuing refunds to manufacturers for damaged or stale cigarettes returned.	Y	Y	Y	N	100	12.00	16-023
Application for Refund of Contractor's Gross Receipts Tax	Public contractors	Provide info needed to figure allowable refunds on contractor's personal property taxes.	Y	Y	Y	N	1,500	15.00	16-024
Application for Refund of Gasoline Tax	Persons that use gasoline off highways	Application for refund on gasoline used for commercial use off highways.	Y	Y	Y	N	12,000	19.94	16-025
Application for Special Fuel Dealer's License	Persons desiring to sell diesel fuel	Provides info necessary for issuing license.	Y	Y	Y	N	40	39.44	16-026
Application of Special Fuel User's License	Persons desiring to operate vehicles using special fuel	Info needed to issue license and permit.	Y	Y	Y	R	1,600	12.70	16-027
Application for Special Permit	Nationally chartered posts or lodges not otherwise liquor licensed	Authorize sale of liquor to members and guests only within hall or building.	Y	Y	Y	N	100	15.50	16-028
Application for Special Permit to Sell Beer	Any association, etc. conducting a special event	Authorizes the sale of beer to patrons of event for enclosure specified.	Y	Y	Y	N	800	15.50	16-029
Application for Store License	Retail & wholesale merchants	Provide info on persons desiring license to conduct merchantile operations.	Y	Y	Y	N	15,000	24.00	16-030
Application for Vendor's & Agent's Permit	All persons soliciting alcoholic beverage orders	To register agents according to rules & statutes.	Y	Y	Y	N	30	15.50	16-031
Application for Waiver of Bond and Filing Requirements	Residents whose tax liability is less than $100.00 per year	Allow these taxpayers opportunity to pay tax & file annual report.	Y	Y	Y	N	1,300	24.77	16-032
Application for Wine Amendment	Retail beer license holders	Permit sale of wine if food constitutes principal business.	Y	Y	Y	N	1,000	15.50	16-033
Assessment of Gross Metal Yields of Metal Mines	Metal mine producers	To file return & statement of gross proceeds.	Y	Y	Y	N	35	207.25	16-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Assessment of Gross Proceeds of Coal Mines	Coal producers	To file returns & statements of gross proceeds.	Y	Y	Y	N	30	$282.70	16-035
Assessment of Net Proceeds of Mines	Oil & gas producers	To file returns & statements of net proceeds.	Y	Y	Y	C	3,000	11.33	16-036
Assessment of Net Proceeds of Mines	Miscellaneous mine operators	To file return & statement on net proceeds.	Y	Y	Y	N	50	60.63	16-037
Assignment	All applicants buying existing licenses	Sworn statement advising department that owner has agreed to sell, assign or transfer license.	Y	Y	Y	N	4,000	15.50	16-038
Audit Recap	Taxpayers whose accounts are audited	Recaps the audit result.	Y	Y	Y	N	1,000	14.29	16-039
Beer Distributor's Monthly Tax Report	All beer distributors	To aid in computation of amount of beer taxes paid by each distributor & serve as tax return.	Y	Y	Y	N	750	15.00	16-040
Bond of Special Fuel Dealer or User	Dealers & users req. to report & pay fuel tax	Bond is required to insure payment of tax on fuel used on highway.	Y	Y	Y	N	1,000	13.75	16-041
Cement & Gypsum Producers License Tax	Cement & gypsum producers	Provide info on production & serve as tax document.	Y	Y	Y	N	40	15.00	16-042
Claim for Abandoned Property	Owners of prop. with accts. held in trust by the state	To return abandoned property to its owner.	Y	Y	Y	N	200	6.00	16-043
Claims for Credit on Tobacco Products Tax	Tobacco wholesalers	Provide info on non-cigarette tobacco products sold out-of-state to obtain credit on tax.	Y	Y	Y	N	250	10.00	16-044
Coal Mine Severance Tax	Coal producers	Provide info on amount of coal produced & serve as document for tax due.	Y	Y	Y	N	70	10.00	16-045
Constitutional Rights	Any per. wishing to waive rights in making a statement	Advise person of constitutional rights/waiver of these rights to make voluntary statement.	Y	Y	Y	N	50	12.13	16-046
Consumer Counsel Tax	Business regulated by PSC	Provide info on gross operating revenues from regulated activities & serve as tax document.	Y	Y	Y	N	7,500	15.00	16-047
Continuation of Freight Line Company Tax Report	Railroads & private car owners	Continuation sheet for Freight Line Co. Tax Report, Form N.FL1.	Y	Y	Y	N	85	35.00	16-048
Continuation Sheet	Natural gas producers	Continuation document for Natural Gas Severance Tax Report.	Y	Y	Y	N	200	15.00	16-049
Contract Award Report	Gov. entities & public contractors	Notify dept. that contract has been awarded & furnish required detail.	Y	Y	Y	N	2,500	15.00	16-050
Contractor's Report	Contractors awarded highway contracts	To report & pay tax on fuel used on highway projects.	Y	Y	Y	N	2,000	27.19	16-051

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
County Collection Report	County welfare offices	Monthly report notifying county welfare off. of money collected & notify child support how to distribute money.	Y	Y	Y	R	600	$ 12.13	16-052
Current Address Request	U.S. Post Offices & law enforcement offices	Obtain current addresses of taxpayers to help with tax collection.	Y	N	Y	N	3,000	8.00	16-053
Dealer's Permit to Sell Gasoline Upon Which a Refund May be Claimed	Dealers that sell gas upon which a refund may be claimed	To supply division with a list of dealers allowed to sell gasoline upon which a refund may be claimed.	Y	Y	Y	N	200	21.86	16-054
Delinquent Quarterly Report	Employers	Inform employers when a report has not been received in a given quarter.	Y	N	Y	R	12,000	12.00	16-055
Distribution Schedule of Taxable Income, Loss or Capital Gain	Corporations chosen to take Subchapter S election	Show distribution income, loss or capital gains among shareholders; also verify tax return.	Y	Y	Y	N	3,000	12.40	16-056
Distributor's Gasoline License Tax Report Schedules	Licensed gasoline distributor's	Provide info needed to administer Title 15, Chapter 70, Sections 204 - 208 and 210.	Y	Y	Y	N	600	56.03	16-057
Election by Small Business Corporation	Corporations chosen to take Subchapter S election	Statement showing shareholders agreement to corporation applying for Sub-Section S.	Y	Y	Y	N	350	15.00	16-058
Electricity & Electrical Energy License Tax Report	Electrical energy producers	Provide info on amount of electrical energy generated & serve as tax due document.	Y	Y	Y	N	50	35.00	16-059
Employer Request Forms	Past or present employers of absent parent	To obtain info to locate persons in question.	Y	Y	Y	N	5,000	5.25	16-060
Employers Registration Report	Employers - withholding agents	To register employer with agency for distribution of tax tables, new regulations, etc.	Y	N	Y	N	10,000	12.00	16-061
Employers Withholding Tax Report	Employers	Report of inc. tax withheld from wages by the employer during a quarter.	Y	Y	Y	R.	98,000	8.00	16-062
Employment Agreement	Licensees	Advised division that day-to-day operation of business has been entrusted to others.	Y	Y	Y	N	1,500	15.50	16-063
Employment Security Requests	Out-of-state employment security divisions	Obtain employer & wage info from other states.	Y	Y	Y	N	500	5.25	16-064
Estimated Tax	Montana taxpayers	Allow taxpayers who have no withholding to prepay tax liability.	Y	Y	Y	R	8,000	8.00	16-065
Farm & Ranch Supplemental Assessment List	Farm & ranches	To report livestock, machinery, shop equip. & tools, agri. products & other personal property.	Y	Y	Y	N	57,000	150.00	16-066
Federal I.D. Questionnaire	Employers	To assign employers a Federal employer's identification number.	Y	Y	Y	N	4,000	12.00	16-067
Form 1 - Transmittal	Employer or reporting agent	Shows total Form 1-A's and total payments made to individuals during the taxable year.	Y	Y	Y	N	14,000	12.00	16-068

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Formula for Determining Amount of Support Obligation	Parent obligated to pay child support	To determine absent parent's support obligation when no court order has been issued.	N	Y	Y	R	3,000	$ 13.69	16-069
Freight Line Company Tax Report	Railroads & private car owners	Provide info on operation of privately owned cars & serve as a transmittal document for taxes due.	Y	Y	Y	N	20	35.00	16-070
Gasoline Distributor's Bond	Distributors making application for license	Distributors required by statute to file a bond to insure payment of tax due.	Y	Y	Y	N	50	31.85	16-071
Gross Receipts Withholding Report	Government agencies & public contractors	To remit contractor's gross receipts tax to the dept. or to alloc. tax-credits to sub-contractors & provide info on contract pymnts.	Y	Y	Y	N	5,000	15.00	16-072
Heavy Equipment Supplemental Assessment List	Owners of heavy equipment	To report heavy equipment subject to taxation.	Y	Y	Y	N	15,000	40.00	16-073
1-A Information Return	Employer or reporting agents	To rpt. distribution made to any individual upon which no withholding tax has been deducted.	Y	Y	Y	N	8,000	12.00	16-074
Insurance Authorization	Obligor parents	Authorization for obligor's insurance co. to repay SRS for medical expenses pd for dependents while policy was in effect.	Y	Y	Y	N	100	12.13	16-075
Inventory & Appraisement	Personal representative of estates	To report to the court & to dept. all property owned by decedent at time of death.	Y	Y	Y	N	15,000	23.40	16-076
Lease Form	Landlords of liquor store space	To define conditions, rights & privileges of leases to establish retail liquor store.	Y	Y	Y	N	15	45.00	16-077
License Application	All applicants for liquor lic.	Provide necessary info for issuance of liquor license.	Y	Y	Y	N	4,000	113.16	16-078
License Renewal Application	All licensees holding alcoholic beverage licenses	Renew licenses.	Y	Y	Y	N	4,000	94.98	16-079
Liquor Catering Application & Permit	Liquor licensees	Allow sale of alcoholic beverages upon premises not otherwise licensed.	Y	Y	Y	N	240	945.00	16-080
Liquor Vendor's Price Quotation	Liquor vendors	For a new listing request, or for price or size change or currently listed item.	Y	N	Y	N	1,200	100.45	16-081
Locate Letter	Employers	Help division locate a taxpayer who owes taxes to the state.	Y	N	Y	N	2,000	12.00	16-082
LP-3	Obligor parents	Affidavit for identifying income, expenses, & debts of obligor parent in court case.	N	Y	N	E	0	12.26	16-083
LP-6	Clerks of court & recipient & Dept of Revenue	Affidavit to verify support payments received by DOR, clerk of court, or recipient.	Y	N	Y	N	6,000	12.13	16-084
Micaceous Mineral Mines License Tax	Micaceous mine producers	Provide info on mine production & serve as document for taxes.	Y	Y	Y	N	20	15.00	16-085

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Miscellaneous Supplemental Assessment List	All taxpayers	Reporting personal property subject to assessment and taxation.	Y	Y	Y	N	18,000	$ 40.00	16-086
Montana Cigarette Tax Bond	Cigarette wholesalers & bonding agents	Provide uniform wording on bonds to protect against defaults for cigarette tax meter units & decals.	Y	Y	Y	N	12	35.00	16-087
Montana Corporation	Corps deriving inc from state but not subj to the lic tax	Provide info to assess corporation income tax liability.	Y	Y	Y	N	200	17.95	16-088
Montana Corporation License Tax Return	Corporations doing business	Show income & expense to arrive at license tax liability.	Y	Y	Y	N	14,000	17.95	16-089
Montana Inheritance Tax Receipt	County treasurer	To receipt for inheritance taxes.	Y	Y	Y	N	3,000	80.56	16-090
Montana State Tax Return	All taxpayers	Info necessary to compute tax liability.	Y	Y	Y	R	350,000	221.00	16-091
NAFDC Application for Child Support Services	Person not rec pub assist req child support enforcement	Provide info on non-supporting parent.	Y	Y	Y	N	2,000	15.47	16-092
NAFDC Application Letter	Persons applying for child support services	Application for child support enforcement services - (accompanies Form 95).	Y	Y	Y	N	2,000	12.13	16-093
NAFDC Clerk of Court Authorization	Clerks of court	Authorize clerk to forward child support to DOR when family is not drawing public assistance.	Y	Y	Y	N	2,000	12.13	16-094
Natural Gas Severance Tax	Natural gas producers	Provide info on natural gas production & serve as document for taxes.	Y	Y	Y	N	4,000	10.00	16-095
Non-Cooperation Letter	County welfare departments	To recommend closure of welfare grant for recipient who refuses to cooperate in obtaining child support.	Y	Y	Y	N	1,000	12.13	16-096
Non-Resident Application for Waiver of Quarterly Filing	Non-residents with tax liability $100 or less	Provide taxpayers whose tax liability is $100 a yr. The opportunity to pay tax & file annual rpt.	Y	Y	N	N	400	24.77	16-097
Non-Resident Taxpayer's Statement of Payments Rec'd & Tax Withheld	Farmers, ranchers, individuals, banks	To rpt pymt made, the amt of tax withheld & names of withholding agent & individual withheld from.	Y	Y	Y	R	2,000	95.00	16-098
Order for Montana Cigarette Tax	Cigarette wholesalers & co. treasurers	Provide info on cig tax meter units purchased, on taxes due, & to set up accounts receivable on taxes due.	Y	Y	Y	N	2,000	12.00	16-099
Order for Montana Hand Applied Cigarette Tax Decals	Cigarette wholesalers	Provide info on cigarette tax decals ordered, on taxes due, & to set up accounts receivable on taxes due.	Y	Y	Y	N	500	12.00	16-100
Order for Support	Attorneys, judges, recipient & obligor	Court document to order child support.	Y	Y	Y	N	3,000	12.26	16-101
Out-of-State Request for Parent Locator Service	Other state's parent locator units	To seek assistance in locating absent parents.	Y	Y	Y	N	2,000	5.25	16-102

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Partnership Information Return on Income	Montana taxpayers who have a partnership	To report amount of partnership income or loss.	Y	Y	Y	N	7,000	$ 8.00	16-103
Personal (character) Report (PR)	Applicant for liquor license	Info necessary for background check of licensee.	Y	Y	Y	R	1,500	76.80	16-104
Petition for Child Support	Attorneys, judges, recipient & obligor	Court document of petition of child support.	Y	Y	Y	N	3,000	12.26	16-105
Petition to Establish Paternity & Provide Child Support	Attorneys, judges, recipient & obligor	Court document to petition & establish paternity & child support.	Y	Y	Y	N	3,000	12.26	16-106
Posting Cards	Taxpayers & Division (Motor Fuels Tax)	To have a file record of a taxpayers account.	Y	N	Y	N	9,000	28.84	16-107
Property Accounts Annual Update	Industrial plants	To update plant machinery, etc., for ad valorem tax assessment.	Y	Y	Y	N	15	10.00	16-108
Property Tax Relief Application Form	Individuals who own their residences	To apply for property tax relief.	Y	Y	Y	N	220,000	99.56	16-109
Public Airport All-Beverage License	Publicly owned airports	Allow issuance of All-Beverage License for use at publicly owned airports.	Y	Y	Y	N	25	15.50	16-110
Qualification Under Class 4 for Disabled & Retired Persons	Disabled & retired persons	To qualify persons for property tax relief.	Y	Y	Y	N	25,000	30.00	16-111
Quarterly Report of Clerk & Recorder	Clerk & recorders	Report to the Department transfers of real property within 3 years of death.	Y	Y	Y	N	3,000	9.00	16-112
Realty Transfer Certificate	Any individual, corp, entity transferring real property	To obtain sales price data to determine levels & uniformity of real estate assessments.	Y	Y	Y	R	30,000	16.03	16-113
Record of Meter Settings	County treasurers	Provide record of meter units purchased for use in stamping tax indicia on individual packages of cigarettes.	Y	Y	Y	N	2,000	12.00	16-114
Report of County Treasurer	County treasurers	Report info needed on taxes, etc. on estate of decedent & serve as transmittal sheet or remittances.	Y	Y	Y	N	1,500	8.86	16-115
Report to the State of Montana of Property Assumed Abandoned	Financial institutions, corps., ins. co., pub officers & agencies	To rpt abandoned property as required under the Uniform Disposition of Unclaimed Property Act.	Y	Y	Y	N	8,000	14.00	16-116
Report to State of MT of Property Presumed Abandoned Unclaimed Property Act	Financial institutions with safe deposit boxes	To report abandoned tangible property.	Y	Y	Y	N	150	14.00	16-117
Report of Unclaimed Property	Corps., financial institutions, insurance cos.	To identify various types of abandoned property to be reported to the state.	Y	Y	Y	N	8,000	11.00	16-118
Req for Addition, Continuation or Termination of Sec. Int. in Alcohol Beverage License	Persons to be continued or deleted on lic as secured party	All request for mortgagee, secured party or lien holder must be endorsed on license.	Y	Y	Y	N	4,000	15.50	16-119

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Request to Friends/Relatives	Friends & relatives of absent parent	Request info which might help locate an individual.	Y	Y	Y	N	1,000	$ 50.00	16-120
Request for Location Services Only	Parents, guardians, attorneys, agents of children not under AFDC	Location services for the purpose of collecting child support from the responsible party.	Y	Y	Y	R	50	50.00	16-121
Resource Indemnity Trust Tax	Mineral producers	Provide info concerning mineral production & serve as a document for taxes due.	Y	Y	Y	N	3,100	10.00	16-122
Retail Cement Dealer's License Tax	Cement retailers	Provide info concerning cement & gypsum products imported & serve as document for taxes due.	Y	Y	Y	N	200	15.00	16-123
Retail Coal Dealer's License Tax	Persons importing coal into Montana	Provide info concerning coal imported into Montana & serve as document for taxes due.	Y	Y	Y	N	50	35.00	16-124
Retail & Wholesale Commercial Supplement Assessment List	Retail & commercial enterprises	Reporting personal property subject to assessment & taxation.	Y	Y	Y	N	35,000	110.00	16-125
Rural Electric & Telephone Co-ops Annual License Tax	Rural electrics & telephone co-ops	Prov info on rural elec & telephone co-op customers & be used as a document for tax purposes.	Y	Y	Y	N	85	12.00	16-126
Schedule of Royalty Interests	Oil & gas producers	To list individual royalty owners & amount of royalty received for tax purposes.	Y	Y	Y	N	6,000	10.58	16-127
Schedule of Royalty Interests	Miscellaneous mine producers	To list individual royalty owners & amount of royalty received for tax purposes.	Y	Y	Y	N	100	30.00	16-128
Special Fuel Dealers Tax Return	Persons licensed to sell special fuel	For dealers to report sales of special fuel & remit tax.	Y	Y	Y	R	4,800	30.65	16-129
Special Fuel Use Tax Return	Truckers that use special fuels on the highways	To report number of miles traveled on Montana highways & pay tax on gallons used.	Y	Y	Y	R	80,000	29.33	16-130
Special Fuel User's Vehicle Permit	Persons using special fuel upon the highway	Permit is required in each vehicle to assure highway scaleman that user is licensed.	Y	Y	Y	N	15,000	7.48	16-131
Statement	Dealers & users	To send statement to those persons who have not remitted amount of tax due.	Y	Y	Y	N	5,000	6.07	16-132
Statement of Complaining Parent Concerning Unresolved Paternity	Mothers in unresolved paternity cases	To provide info concerning unresolved paternity.	Y	Y	Y	N	3,000	22.67	16-133
Statement of Earnings	Employers	Obtain state of earnings from employers for obligor parents.	Y	Y	Y	N	2,000	12.26	16-134
Statement of Gross Yield of Mines & Metalliferous Mines License Tax	Metal mine operators	Provide info on ore production & serve as a document from which tax assessment can be issued.	Y	Y	Y	N	50	22.90	16-135
Statement of Oil Producers Severance Tax	Oil producers	Provide info on crude oil produced & serve as a transmittal document on taxes due.	Y	Y	Y	N	3,000	10.00	16-136

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Statement of Resources	Obligor parents	Used to determine obligor's financial resources for assessing ability to pay child support.	Y	Y	Y	N	1,000	$ 12.52	16-137
Stipulation, Petition & Order for Child Support	Attorney's, judge's, recipient's & obligor	Court document to stipulate, petition & order for paternity child support.	Y	Y	Y	N	3,000	12.39	16-138
Stipulation, Petition & Order for Paternity Child Support	Attorney's, judge's, recipient's & obligor	Court document to stipulate, petition & order for paternity child support.	Y	Y	Y	N	3,000	12.39	16-139
Supplemental Schedule of Cigarette Vending Machines	Cigarette vendors	Supporting document for application for & cigarette license where applicant is owner of vending machine.	Y	Y	Y	N	500	10.00	16-140
Tax Year Inquiry	Individuals, estates & trusts	To assure compliance with income tax laws.	Y	Y	Y	N	4,000	12.00	16-141
Telephone Company License Tax Return	Telephone companies	Provide info on gross earnings of phone companies, serves as a transmittal document for taxes.	Y	Y	Y	N	88	35.00	16-142
Tobacco Products Tax	Tobacco wholesalers	Provide info on tobacco products (other than cigarettes) brought into Montana & serves as transmittal document for taxes.	Y	Y	Y	N	500	10.00	16-143
Total Income Letter	Individual taxpayers	Solicit total income of taxpayers to prorate personal exemptions pursuant to law.	Y	Y	Y	N	1,000	12.00	16-144
Tramway Tax	Ski report operators	Provide info on gross receipts of tramway/lift conveyances & serve as a document for tax purposes.	Y	Y	Y	N	50	12.00	16-145
Transfer of Ownership & Location Temporary Authority	Applicants for ownership & location transfers	Allows qualified applicant to operate the business pending final approval.	Y	Y	Y	N	4,000	15.50	16-146
URESA Questionnaire	Custodial parents	Provide info for uniform reciprocal enforcement of Support Act.	Y	Y	Y	N	3,000	12.26	16-147
Verification	Custodial parent of minor acknowledged father	Used when acknowledged father in paternity issue is a minor.	Y	Y	Y	N	20	12.13	16-148
Voluntary Payment Agreement	Mother or father who owes the state child support debt	Agreement to voluntarily pay child support debt accrued due to public assistance.	Y	Y	Y	N	2,000	12.13	16-149
Wine Distributor's Application Form	Wholesalers of wine	Make application for license to distribute wine.	Y	Y	Y	N	100	15.50	16-150
Wine Distributor's Monthly Tax Report	All wine distributors	Aid in computation of wine taxes to be paid by each distributor & as tax return.	Y	Y	Y	N	750	15.00	16-151
Winery & Importer Registration	Companies importing, selling wines	Registration of winery or importer of table wine.	Y	Y	Y	N	200	15.50	16-152
Withholding Agent Tax Report	Person purchasing property, farmers & banks	Report amount withheld from non-residents who have received payments from contracts, winnings or sales of real property.	Y	Y	Y	N	3,000	8.00	16-153

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF REVENUE

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Witness Statement	Witness in child support case	To take statement of witness.	Y	Y	Y	N	100	$ 12.13	16-154

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Accident Letter to Medicaid Recipient	Medicaid recipients	To obtain accident information.	Y	N	Y	N	200	$ 50.00	17-001
Action Taken on Your Food Stamp Case	Eligibility technicians	To give households status of food stamp cases.	Y	Y	Y	R	40,000	30.03	17-002
Agreement Between SRS & Institutions	Institutions	To agree to abide by rules & regulations.	Y	Y	Y	N	45	18.02	17-003
Application	Disabled adults/ counselors	To apply for Vocational Rehabilitative services.	Y	Y	Y	N	4,800	18.20	17-004
Application to Adopt	Adoption applicants	Obtain information on adoptive applicant.	Y	Y	Y	N	100	29.40	17-005
App. & Agreement - USDA Donated Foods	Non-profit summer camps	To determine eligibility of a summer camp to receive donated foods.	Y	Y	Y	N	100	28.03	17-006
Application for Child Care License	Group homes/ institutions	To apply for a license for child care.	Y	Y	Y	N	50	28.30	17-007
App. Determination for Assistance	Day care applicants	To determine eligibility for sliding scale day camps.	Y	N	Y	R	1,000	15.15	17-008
App. for Emergency Food Care Assistance	General public	To declare a household's need for food stamp assistance.	Y	Y	Y	R	2,000	10.01	17-009
App. for Financial & Medical Assistance/ Redetermination Doc.	Assistance recipients	To review eligibility determination.	Y	N	Y	N	50,000	20.02	17-010
Application for Food Stamp Assistance	Disabled, low income	To apply for food stamp benefits.	Y	Y	Y	R	50,000	20.02	17-011
Application Form	Local welfare agencies	To apply for financial aid or medical assistance.	Y	Y	Y	C	25,000	20.02	17-012
Application for General Relief Grant	County welfare boards	To provide relative data to the status of county poor funds.	Y	Y	Y	N	10	61.00	17-013
Application for Participant in the Food Distribution Program	Indian reservations	To determine eligibility to apply for commodities.	Y	Y	Y	N	12,000	54.00	17-014
Application for Purchase of Services Contracts	Local governments, not for profit organizations	To obtain information on grant application.	Y	Y	Y	N	20	198.80	17-015
Application/Redetermination for AFDC/ Foster Care	County E.T.s & social workers	To initiate application for AFDC/ FC assistance.	Y	N	Y	C	5,000	18.02	17-016
Application/Redetermination for Assistance	Assistance applicants	To determine eligibility for AFDC, medicaid, general assistance.	Y	Y	Y	R	60,000	40.04	17-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Application to Receive USDA Donated Foods	Public & private institutions	To apply for participation in the commodity program.	Y	Y	Y	R	45	$ 18.02	17-018
Application for Services	Applicants	To determine eligibility for social services.	Y	Y	Y	N	30,000	30.30	17-019
Application Worksheet	Eligible technicians	To calculate food stamp program eligibility.	Y	Y	Y	R	50,000	40.04	17-020
Assessment for Medically Needy Application	Local welfare offices	To evaluate applicants disability.	Y	Y	Y	N	1,800	30.03	17-021
Assignment of Rights to Support	County welfare applicants	To assign rights to child support of AFDC applicants to state of Montana.	Y	Y	Y	R	27,000	20.02	17-022
ATC Card Register	County welfare departments	To select quality control reviews in the state offices.	Y	Y	Y	N	10,000	10.01	17-023
Authorization for Food Stamp Benefits	County welfare departments	To authorize issuing agents to give food stamp coupons to households.	Y	Y	Y	N	150,000	18.02	17-024
Authorization to Obtain Personal Information	Assistance recipients	Used for clients who are unable to write to obtain client data.	Y	N	Y	N	50	9.00	17-025
Authorization to Purchase Food Stamp Card - Inventory Record	County welfare departments	To control the bulk inventory of "Authorization to Participate Cards".	Y	Y	Y	N	300	10.01	17-026
Authorization for Release of Information	WIN participants	Authorizes WIN/SRS to release pertinent information to other agencies.	Y	Y	Y	N	1,200	16.30	17-027
Authorization to Release Information	Medical recipients	For claims processing to secure needed information without recipient contact.	Y	N	Y	N	100	3.00	17-028
Authorization for Release of Personal Information	Disabled adults	To obtain consent to obtain client data.	Y	Y	Y	N	2,500	18.20	17-029
Authorization for Services	Disabled adults	To authorize vendors to bill for services rendered.	Y	Y	Y	N	12,000	18.20	17-030
Cancer Disability Report	Medical specialists	To furnish VR with essential data on VR applicants.	Y	Y	Y	N	350	18.20	17-031
Cardiovascular Evaluation Report	Medical specialists	To furnish VR with essential data on VR applicants.	Y	Y	Y	N	750	18.20	17-032
Care Service Report	Disabled adults	To provide mandated data on each referral, applicant or client.	Y	Y	Y	N	6,000	18.20	17-033
Case Transfer Submittal Sheet	Local welfare agencies	To transfer a case record from one county to another.	Y	Y	Y	N	1,000	10.01	17-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Certification for AFDC &/or Food Stamps	County welfare offices	To authorize medical ID cards & AFDC payments.	Y	N	Y	N	40,000	$ 20.02	17-035
Certification for Application Information Stepchild AFDC	Assistance applicants	To certify information on application.	Y	N	Y	C	5,000	10.01	17-036
Certificate of Award	Welfare agencies	To serve as a case control document & advise of pending application.	Y	Y	Y	C	25,000	20.00	17-037
Change of Address	Disabled adults	To obtain current information on clients.	Y	Y	Y	N	1,100	18.20	17-038
Change Report Form	Aged, disabled, etc.	To report changes in a households financial situation.	Y	Y	Y	R	30,000	30.03	17-039
Change Slip	Recipients	To report any changes in circumstances which offset benefits.	Y	Y	Y	N	20,000	10.01	17-040
Checklist on High Risk Areas & Budget Computation	County eligibility technicians	To verify high risk eligibility areas at application & to show budget computations.	Y	N	Y	R	55,000	10.01	17-041
Claim for Readers for the Blind	Readers for the visually impaired	For readers to charge for services performed for the blind.	Y	Y	Y	N	1,000	10.20	17-042
Client Contact Record	Providers of services	To keep accurate information on a daily basis.	Y	N	Y	C	375	9.50	17-043
College Progress Report	Disabled adults	To report quarterly a college student's progress.	Y	Y	Y	C	1,000	18.20	17-044
Confirmation	Financial institutions	To confirm recipient's account balances.	Y	N	N	N	500	9.00	17-045
Continuing Your Food Stamps	County welfare departments	To reapply for the food stamp program.	Y	Y	Y	C	30,000	20.02	17-046
County Maintenance & Operation Costs	Local governments	To report maintenance costs on county welfare buildings for reimbursement.	Y	Y	Y	N	200	14.15	17-047
County Welfare Dept. Admin. Expenses	Local governments	To report operating costs of county welfare departments for reimbursement.	Y	Y	Y	N	200	14.15	17-048
Dental Report	Disabled adults	To obtain dental information on VR applicants.	Y	Y	Y	N	600	18.20	17-049
Eligibility Information for AFDC/FC	County welfare departments	To determine if child is eligible for AFDC/FC program.	Y	N	Y	R	5,000	10.01	17-050
Eligibility Intake Checklist	Eligibility technicians	To serve as a procedure for interview.	Y	N	N	R	30,000	10.01	17-051

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Eligibility for Supplemental Security Income	Local SS offices	To apply for supplemental security income.	Y	Y	Y	N	500	$ 10.01	17-052
Emergency ADC Report	Local governments	To report county expenses to receive reimbursement.	Y	Y	Y	N	700	14.15	17-053
Evaluation of Services Form Letter	Veterans	To evaluate quality of service given by field offices.	Y	N	Y	N	400	15.00	17-054
Extended Employment Eligibility Form	Disabled adults	To determine eligibility for the extended employment record.	Y	Y	Y	N	120	18.20	17-055
Eye Examination Report	Eye specialists	To provide VR with diagnostic data on clients with visual problems.	Y	Y	Y	N	1,500	18.20	17-056
Family & Children Programs Invoice	Providers	To bill for payment.	Y	N	Y	N	200	9.50	17-057
Financial Summary	Disabled adults	To assess applicant's financial situation.	Y	Y	Y	N	7,000	18.20	17-058
Food Distribution & Receipt Record	Indian reservations	To account for the amount of food distributed.	Y	Y	Y	N	22,000	18.02	17-059
Form Letter to Nursing Homes	Nursing home administrators	To request amount & disposition of recipient personnel needs accounts.	Y	Y	Y	N	350	150.00	17-060
Form Letter to Recipient Next of Kin	Recipient next of kin	To request info about the disposition of assets in a welfare estate.	Y	N	Y	N	300	50.00	17-061
General Authorization for Medical Information	Local welfare offices	To authorize the release of medical information to DDB.	Y	Y	Y	N	10,000	10.01	17-062
General Purpose Invoice	Claimants	To SRS for services rendered.	Y	N	Y	N	3,000	67.95	17-063
Hearing Evaluation Report	Hearing specialists	To furnish VR with diagnostic data on clients who indicate hearing problems.	Y	Y	Y	N	900	18.20	17-064
Household Participation Record Card	County welfare depts.	To provide certification information for the Food Stamp Program.	Y	Y	Y	N	15,000	18.02	17-065
Identification Card for Food Distribution Program	Indian reservations	For identification when receiving household commodities.	Y	Y	Y	N	12,000	10.01	17-066
Identification Card - Food Stamp Program	Food stamp users	To provide identification in the Food Stamp Program.	Y	Y	Y	N	12,000	10.01	17-067
Individual Habilitation Plan	Public	To insure completeness of components of individual Habilitation Plans.	Y	N	Y	R	3,000	47.50	17-068

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Individual Program Plan Cover Sheet: Option A & 8	Purchase of service contract providers	To develop training programs for developmentally disabled clients.	Y	N	Y	R	5,000	$ 18.50	17-069
Individualized Written Rehabilitation Program	Disabled adults	To formalize basis for services to be provided.	Y	Y	Y	N	6,000	18.20	17-070
Individualized Written Rehabilitation Program	Visually impaired clients	To formalize basis for services to be provided.	Y	Y	Y	N	1,000	50.00	17-071
Information Request/ Release Authorization	Visually impaired clients	To obtain information needed in the rehabilitation process.	Y	Y	Y	N	500	10.50	17-072
Inquiry Letter to Absent Parent of Medicaid Recipient	Parents	To obtain medical insurance information on absent parents.	Y	N	Y	N	100	50.00	17-073
Institutional Review	Public/private institutions	To review sites to assure compliance with federal regulation.	Y	Y	Y	N	60	40.04	17-074
Inventory, Requisition & Receipt	Public/private institutions	To order, show receipt of & submit inventory of USDA donated foods.	Y	Y	Y	N	400	50.05	17-075
Invoice - Respite Care Services	Providers	To bill for payment of services.	Y	N	Y	N	100	9.50	17-076
IWRP Agreement	Disabled adults	To make any agreed on changes in client services.	Y	Y	Y	N	7,000	18.20	17-077
IWRP for Extended Evaluation	Disabled adults	To specifically determine vocational goals or feasibility for VR services.	Y	Y	Y	N	1,200	18.20	17-078
Letter of Notification	County welfare offices	To notify applicant/recipient of action taken.	Y	Y	Y	N	60,000	18.02	17-079
Letter to Insurance Company	Insurance companies	To inform insurance companies of claims for those insured.	Y	N	Y	N	150	9.00	17-080
Letter of Social Worker	Eligibility technicians	To initiate AFDC-FC redetermination for child receiving AFDC-FC.	Y	N	Y	N	2,000	10.01	17-081
List of Medical Expenses	Assistance applicants	To advise of insured medical expenses to determine dates of eligibility.	Y	Y	Y	C	10,000	10.01	17-082
Medical Consultants Certification	Medical consultants	To secure medical consultants review & sign-off on all applicants.	Y	Y	Y	N	5,000	18.20	17-083
Medical Consultants Certification of CESRD	Medical consultants	To secure review & sign-off on eligibility for State Chronic End Stage Renal Disease Program.	Y	Y	Y	N	25	18.20	17-084
Medical History & Vocational Report	Medicaid applicants	To determine disability for the Medically Needy Program.	Y	Y	Y	N	1,800	40.04	17-085

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Medical Quality Control Report	Nursing home administrators	To verify home cost statistics.	Y	N	Y	N	250	$ 9.00	17-086
Medical Release	Disabled adults	To provide for clients release of VR liability.	Y	Y	Y	N	900	18.20	17-087
Medical Report - Pulmonary Tuberculosis	Disabled adults	To obtain specific kinds of medical data.	Y	Y	Y	E	12	18.20	17-088
Medically Needy Only	Local welfare offices	To obtain medical data to compute medicaid data.	Y	Y	Y	C	10,000	10.01	17-089
Monthly Financial Report	Providers	To report the monthly financial situation of program funds.	Y	N	Y	C	2,800	9.50	17-090
Monthly Progress Report	Vocational rehab schools	To report student progress or problems.	Y	Y	Y	C	1,000	18.20	17-091
Monthly Reconciliation Papers	Indian reservations	To compute monthly amounts of food issued.	Y	N	Y	R	15,000	10.01	17-092
Notice of Adverse Action	Eligibility technicians	To advise Food Stamp Program households of a reduction in benefits.	Y	Y	Y	C	15,000	20.02	17-093
Notice of Change in WIN status	County welfare departments	To notify WIN or employment services of changes in status.	Y	N	Y	R	5,000	20.02	17-094
Notice of Change to Household Participation Record	County welfare departments	To notice a change in the food stamp file to the household participation record.	Y	Y	Y	C	30,000	10.01	17-095
Notice of Eligibility Denial & Pending Status	County welfare departments	To advise food stamp applicants of the action taken.	Y	Y	Y	C	40,000	20.02	17-096
Notice of Requirement to Cooperate	County welfare departments	To inform AFDC recipient of the requirement to cooperate in obtaining support.	Y	Y	Y	N	18,000	20.02	17-097
Notice of Termination of Optional Supplements	County welfare departments	To terminate optional supplementary payments to an individual.	Y	Y	Y	N	500	10.01	17-098
Notice of Termination of Special DD Supplements	County welfare departments	To notify SRS that an individual is no longer eligible for DD payments.	Y	Y	Y	C	100	10.01	17-099
One Day Special Medicaid Operation	County welfare departments	To advise a provider that medicaid will pay an amt for services rendered on a date(s).	Y	Y	Y	N	25.000	10.01	17-100
Operating Statement - Vending Facilities	Blind vending stand operators	To account for their monthly amounts.	Y	Y	Y	N	100	20.00	17-101
Orthopedic & Misc Disabilities Report	Medical practitioners	To report diagnostic data that requires specialists evaluation.	Y	Y	Y	N	1,300	18.20	17-102

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Overpayment Compensation	County welfare departments	To compute AFDC overpayment on fraud & non-fraud cases.	Y	N	Y	N	10,000	$ 20.02	17-103
Owner's Compensation Questionnaire	Nursing home administrators	To determine reasonableness of compensation of nursing home administrators.	Y	Y	Y	N	96	9.00	17-104
Physical Restoration Recommendations	Physicians	To recommend physical restoration.	Y	Y	Y	N	900	18.20	17-105
Prepayment Request	Providers	To bill for monthly payment.	Y	N	Y	C	3,200	9.50	17-106
Preprinted Invoice	Providers	To serve as a billing invoice.	Y	N	Y	N	1,800	50.00	17-107
Psychiatric Report	Physicians	To determine nature of mental disorders for determining eligibility.	Y	Y	Y	R	150	18.20	17-108
Psychological Evaluation	Qualified practitioners	To furnish VR with diagnostic data on clients who indicate mental or emotional problems.	Y	Y	Y	R	1,200	18.20	17-109
Public Assistance Affidavit	Families receiving food stamps	To request food stamp benefits specifically questioning dependent status.	Y	Y	Y	R	10,000	10.01	17-110
Public Voucher for Child Care Services	Day care providers	To provide billing information for payment to providers of day care services.	Y	Y	Y	R	9,600	70.95	17-111
Quarterly Progress Report	Providers	To measure the progress of providers program goals & objectives.	Y	Y	Y	N	3,600	9.50	17-112
Referral for Overpayment	County welfare departments	To refer recipient & administrative error overpayment.	Y	N	Y	N	10,000	18.02	17-113
Referral for Registration	County welfare departments	To refer certain recipients to the WIN employment service.	Y	Y	Y	R	3,000	40.04	17-114
Referral to Vocational Rehabilitation	County welfare departments	To refer AFDC applicants to the local vocational rehabilitation office.	Y	N	N	N	100	10.01	17-115
Registration Card	Disabled adults	To provide VR identification card at client registration.	Y	Y	Y	E	2,000	18.20	17-116
Release of Confidential Information	Individuals & local agencies	To obtain permission to verify applicant's income & resources.	Y	Y	Y	N	20,000	10.01	17-117
Release of Confidential Information	Individuals & providers	To obtain permission to verify applicant's income & resources.	Y	N	Y	N	1,600	20.00	17-118
Repayment Agreement	County welfare departments	For recipient to agree to repay SRS any overpayment of benefits.	Y	N	Y	N	10,000	40.04	17-119

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Repayment Authorization for SSI Assistance	Social Security offices	To advise Soc. Sec. that the county is to be reimbursed for payment to SSI applicant.	Y	Y	Y	N	1,000	$ 10.01	17-120
Report of Employment Income	Employed AFDC recipients	To verify AFDC recipient's income.	Y	Y	Y	N	75	9.00	17-121
Report of General Physical Examination	Physicians	To document general health condition of all applicants.	Y	Y	Y	N	5,000	18.20	17-122
Report of USDA Commodity Loss	Institutions	To report out-of-condition commodities, damaged & spoiled over 1%.	Y	Y	Y	N	10	18.02	17-123
Request for Relative Contribution Information	Applicant relatives	To determine responsibility of applicant's relatives to contribute support.	Y	Y	Y	N	36,000	10.01	17-124
Request for Training	Local counselors	To request individual training through VR staff development.	Y	Y	Y	N	500	18.20	17-125
Request for Travel Allowance	Soc. Sec. disability claimants	To request reimbursement for disability related travel.	Y	Y	Y	N	800	18.20	17-126
Request for Vendor ID	General public	To obtain ID numbers from vendors used by voc. rehab.	Y	N	Y	N	1,000	15.15	17-127
Request for Workers' Compensation Referral	Voc Rehab counselors	To request a referral process to be initiated on a specific client.	Y	Y	Y	N	200	18.20	17-128
Requisition, Receipt & Inventory of USDA Donated Foods	Non-profit summer camps	To requisition food, show receipt of, & submit final inventory.	Y	Y	Y	N	96	58.06	17-129
Requisition, Receipt & Monthly Report USDA Donated Foods	Indian reservations	To inventory commodities requisitioned.	Y	Y	Y	N	300	50.05	17-130
Response to Referral	Referral services	To inform of VR action taken by referrals.	Y	Y	Y	N	5,300	18.20	17-131
Restoration of Food Stamp Benefits	County welfare departments	To record benefits restored to households in a county.	Y	N	Y	N	500	10.01	17-132
Restoration of Food Stamp Benefits	Eligibility technicians	To calculate the amount of benefits restored.	Y	Y	Y	N	1,500	10.01	17-133
Self-Employment Record	Self employed	To record earnings of applicants who do not keep regular earnings records.	Y	N	Y	N	1,000	10.01	17-134
Self-Employment Worksheet	County welfare departments	To extract information from 1978 income tax records.	Y	N	Y	R	2,000	10.01	17-135
Semi-Independent Living & Training Services	Providers	To invoice for payment of services.	Y	N	Y	N	160	9.50	17-136

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Special Attention Required	Soc. Sec. disabilities claim-	To determine if claimant has made appointment for consultative examination.	Y	N	Y	N	2,500	$ 18.20	17-137
Special DD Supplements Certification	Local & state offices	To notify SRS that an individual is eligible for special payment.	Y	Y	Y	C	100	10.01	17-138
Spouse Abuse Reporting System	Local governments	To collect data regarding spouse abuse.	Y	Y	Y	N	4,000	28.65	17-139
SSA/VR Information Exchange	Visually impaired clients	To record SSA/VR information & plan for client.	Y	Y	Y	N	200	20.00	17-140
SSDI/VR Certification of Selection Criteria	Local agencies	To certify that clients meet certain criteria.	Y	Y	Y	R	250	18.20	17-141
Statement Receipt & Satisfaction	Clients	To sign off on all prosthetic devices purchased for them.	Y	Y	Y	N	3,000	18.20	17-142
Student Monthly Progress Report	Clients	To provide direct communication on clients training progress.	Y	Y	Y	C	500	18.20	17-143
Student Tax Report	Parents of dependent students	To determine dependent status of household's students.	Y	Y	Y	N	3,000	10.01	17-144
Summer Camp Review Sheet - Donated Foods	Non-profit summer camps	To insure compliance with federal regulations.	Y	Y	Y	N	20	18.02	17-145
Summary of Treatment	Medical practitioners	So VR & client can proceed to fill requirements of rehabilitation program.	Y	Y	Y	N	900	18.20	17-146
Supplemental Page	Assistance applicants	To provide additional space for AFDC, MA & GA applicants.	Y	N	N	E	2,000	10.01	17-147
Title Retention Agreement	Clients	To obtain an equipment agreement between VR and clients.	Y	Y	Y	N	500	18.20	17-148
Title Six Compliance Reviews - Civil Rights	Non-profit summer camps	To insure compliance with Civil Rights Act of 1964.	Y	Y	Y	N	20	40.04	17-149
Training Progress Report	Training agencies for blind clients	To keep abreast of training efforts & progress.	Y	Y	Y	N	200	10.00	17-150
Travel Record	Providers	To record miles traveled by provider agency staff.	Y	N	N	N	84	9.50	17-151
TRIC Registration Card	Title XX funded providers	To register library users.	Y	N	Y	N	1,000	12.00	17-152
Use Allowance Computation for County Welfare	Local governments	To compute use allowance to be reimbursed to the county.	Y	Y	Y	N	200	14.15	17-153

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF SOCIAL & REHABILITATION SERVICES

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Verification of Day Care Provided	County welfare depts.	To verify day care provided for AFDC children.	Y	N	Y	N	5,000	$ 10.02	17-154
WIN Case Review Document	County eligibility technicians	To record the results of WIN exemption determination.	Y	N	N	C	18,000	20.02	17-155
WIN Medical Evaluation	County welfare depts.	To document whether a client may participate in a work or training program.	Y	N	Y	R	2,000	10.02	17-156
WIN Registration Record	County welfare depts.	To register persons for WIN in inaccessible counties.	Y	N	Y	N	1,000	30.03	17-157
WIN Social Service Plan & Application for WIN Services	AFDC recipients	To apply for WIN social services.	Y	Y	Y	N	1,200	30.03	17-158

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF STATE LANDS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Affidavit of Assignment - State Agricultural & Grazing Lease	State surface lessees	To assign surface leases.	Y	Y	Y	N	500	$141.33	18-001
Affidavit for Certified Copy of Certificate of Purchase	Owners of certificate of purchase	To apply for a copy of a certificate of purchase.	Y	N	Y	N	10	24.50	18-002
Amendment - Reclamation Contract	Reclamation contract holders	To amend reclamation contracts.	Y	N	Y	N	50	12.75	18-003
Annual Progress Report - Open Cut	Open cut contractors	To report progress of mining operations and reclamation.	Y	Y	Y	N	100	48.72	18-004
Annual Prospecting Report Form	Prospectors	To report reclamation activities on land under permit.	Y	Y	Y	N	100	12.25	18-005
Annual Surface Mining Report	Surface miners	To report on activities conducted pursuant to a permit.	Y	Y	Y	N	25	12.75	18-006
Application for Agricultural or Grazing Lease	State lessees & bidders	To apply for surface lease.	Y	Y	Y	N	3,000	12.92	18-007
Application for Coal Mining Lease	Coal lessees	To apply for Coal Mining Lease.	Y	N	Y	R	0	12.25	18-008
Application for Contract	Mining contractor	To apply for an open cut mining contract.	Y	Y	Y	N	100	13.89	18-009
Application for Metalliferous & non-Metalliferous Mining Lease	Potential lessees	To apply for mining lease.	Y	N	Y	N	100	29.40	18-010
Application for Oil & Gas Lease	Potential lessees	To apply for oil & gas lease.	Y	N	Y	N	4,000	12.13	18-011
Application for Operating Permit	Mining firms	To apply for permit to allow mining of minerals.	Y	Y	Y	R	100	233.00	18-012
Application for Prospecting Permit	Prospectors	To apply for prospecting permit.	Y	Y	Y	N	100	23.20	18-013
Application for Surface Mining Permit	Miners	To apply for surface mining permit.	Y	N	Y	N	25	12.25	18-014
Assignment of Certificate of Pardons	Certificate holders	To assign a certificate of permit.	Y	Y	Y	N	25	12.50	18-015
Assignment of State Oil & Gas Lease	Oil & gas lessees	To assign oil & gas leases.	Y	Y	Y	N	1,000	12.65	18-016
Bid Form	Bidders	To bid for surface lease.	Y	N	Y	N	3,000	12.65	18-017

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY QUESTIONNAIRE SYNOPSIS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Bond for Mining Lease	Mining lessees	To insure that lessees comply with terms of the lease.	Y	N	Y	N	25	$ 26.00	18-018
Bond - Uranium Mining Lease	Uranium lessees	To insure that lessees comply with terms of the lease.	Y	Y	Y	N	100	13.00	18-019
Claim for Refund of Oil & Gas Rentals & Royalties	Claimants	To claim a refund of rentals & royalties.	Y	N	Y	N	50	12.75	18-020
Coal Lease	Coal lessees	To enter into a coal lease.	Y	Y	Y	R	0	250.00	18-021
Coal Royalty Report	Coal lessees	To report the amount of coal mined & report the royalty due the state.	Y	N	Y	N	100	32.85	18-022
Coal & Uranium Reclamation Bond	Miners & explorers	To bond coal & uranium miners and explorers.	Y	N	Y	N	100	12.25	18-023
Exploration License	Explorers	To license mineral explorers.	Y	Y	Y	R	100	137.25	18-024
Hard Rock Act - Annual Report	Hard rock permit holders	To report activities conducted under operating a development permit.	Y	Y	Y	R	100	48.72	18-025
Hard Rock Reclamation Bond	Hard rock permit holders	To bond holders of Exploration Licenses or operating permits under the Hard Rock Act.	Y	N	Y	N	100	12.75	18-026
Landowner Consent	Landowners	To obtain consent of landowner to reclamation plan for his land.	Y	N	N	N	50	13.00	18-027
Lease of State Lands	Surface lessees	To obtain a surface lease.	Y	Y	Y	R	2,000	280.23	18-028
Metalliferous Mining Lease	Metalliferous mining lessees	To obtain a metalliferous mining lease.	Y	Y	Y	N	50	30.75	18-029
Non-Metalliferous Mining Lease	Non-metalliferous mining lessees	To obtain a non-metalliferous mining lease.	Y	Y	Y	N	50	20.50	18-030
Oil & Gas Lease	Oil & gas lessees	To obtain an oil & gas lease.	Y	Y	Y	N	2,000	275.00	18-031
Oil & Gas Royalty Report	Oil & gas lessees	To report information needed to calculate the royalty owed the state.	Y	N	Y	N	1,000	25.26	18-032
Open Cut Mining Reclamation Contract	Open cut miners	To enter into open cut mining contract.	Y	Y	Y	N	100	118.90	18-033
Open Cut Reclamation Bond	Open cut miners	To bond holders of open cut contracts.	Y	Y	Y	N	100	14.50	18-034

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

PUBLIC FORMS SURVEY
QUESTIONNAIRE SYNOPSIS

DEPARTMENT OF STATE LANDS

Form Title	Segment of the public that uses the Form.	Purpose of the Form.	Serve its Purpose?	Required by Legislation?	Is the Form Necessary?	Suggested Changes.	Annual Usage.	Printing cost per 1000 forms.	Reference to actual Form.
Planting Report	Miners & explorers	To report planting information.	Y	Y	Y	N	100	$ 48.72	18-035
Property Bond	Reclamation contract holders	To bond individuals holding reclamation contracts.	Y	Y	Y	N	10	25.00	18-036
Report of Metalliferous and Non-Metalliferous Minerals Taken	Lessees	To calculate royalty due the state.	Y	N	Y	N	200	18.60	18-037
Request to Place Improvements on State Land	State surface lessees	To request to place improvements on state land.	Y	N	N	N	100	18.00	18-038
Request for Reclamation Bond Release	Contractors, miners, etc.	To request a release of bond for areas reclaimed after mining.	Y	N	N	N	100	13.33	18-039
Savings Certificate Assignment	Savings certificate assigners	To assign a savings certificate to the state in lieu of a reclamation bond.	Y	N	Y	N	25	12.50	18-040
Seeding & Crop Report	Agricultural lessees	To report seeding & crop data from state lands.	Y	N	Y	N	2,000	141.33	18-041
Seismic Exploration Permit for Oil & Gas	Oil & gas explorers	To allow seismic exploration on state land.	Y	N	Y	N	100	28.00	18-042
Small Miner Exclusion Statement	Small miners	To exclude small miners from provisions of the Hard Rock Act.	Y	Y	Y	R	100	95.75	18-043
Small Miner Exclusion Statement - Annual Report Form	Small miners	To report annual progress by small miners.	Y	Y	Y	N	100	12.75	18-044
Statement of Market Value	State lessees	To ascertain market value of wheat.	Y	N	N	N	50	12.75	18-045
Sublease of State Agricultural or Grazing Lease	State surface lessees	To sublease state land.	Y	Y	Y	N	500	12.26	18-046
Uranium Mining Lease	Uranium mining lessees	To obtain a uranium lease on state land.	Y	Y	Y	R	500	88.85	18-047

y = yes
n = no

c = combine
e = eliminate

r = revise
n = none

350 copies of this public document were published at an estimated cost of $3.45 per copy, for a total cost of $1,205.90, which includes $1,205.90 for printing and $.00 for distribution.